


Pitman Shorthand

New Course





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PITMAN SHORTHAND NEW COURSE

NEW ERA EDITION

Isaac Pitman



PITMAN PUBLISHING

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PREFACE

ISAAC PITMAN published the first edition of his shorthand system in 1837. He spent half a century improving it, and the great work has since been continued by several generations of expert writers and teachers.

Millions have used this system as a means of earning a livelihood, and today, throughout the world, wherever accurate and immediately legible recording of spoken English is required, in Parliaments and Congresses, in the Courts of Justice, and in offices of every size and sort, there is Pitman Shorthand, doing what no machine can so effectively reproduce, the whole speech and nothing but the speech (with whatever helpful notes the intelligent recorder may choose to append to the speech), in a form that can be read like a book as soon as it is written or ten years afterwards. No system has been tested for so long or by so many writers of such a wide diversity of natural aptitude; and no system has won so high a reputation on the testing ground of experience.

DISTINCTIVE FEATURES OF THE SYSTEM

Isaac Pitman devised his system after a profound and epoch-making study of the phonetic structure of the English language. The system is a result of his scientific analysis. Systems before Pitman, and even some systems in use today, could achieve speed only through the laborious memorization of hundreds of special forms and arbitrary abbreviations. In Pitman Shorthand, speed and facility of writing and safety of reading are achieved by following a coherent and comprehensive scheme: each individual sound has its sign, and sounds of the same family have signs with an appropriate family likeness, so that, after a little practice, the signs seem to produce themselves like snapshots from the sounds, and the sounds themselves seem to speak from the written page.

Handwriting Motion Inadequate. The consonants of the language are represented by a series of simple strokes, selected to provide the most facile joinings with one another. Because these strokes do not follow the slope of ordinary longhand writing, they can be formed with complete distinctiveness when they are joined together and written with great speed. The purpose of shorthand is to represent letters as briefly and as distinctively as possible. *The adoption of a uniform slope in a shorthand system would result in a confusing similarity*

of consonants, and the hand of the writer would be retarded because of the necessity for careful and laborious representation of fine distinctions.

Pairing of Consonants. In certain cases consonants are paired because of their similarity of sound. The first consonant in the pair is pronounced lightly (as "S") and is unvoiced, and the second consonant in the pair is the corresponding heavy sound (as "Z") and is voiced. The same stroke is used for both consonants, but for the first consonant a light stroke is written, and the second stroke of the pair is written with a slight pressure of the pen. *This avoids the necessity of employing different strokes to represent similarly sounded consonants.* If, for instance, half- and double-length strokes were used to represent these pairs, valuable shorthand abbreviating material would be lost, which in Pitman Shorthand is used to represent the addition of letters and even whole syllables. *The use of this device thus saves time and labour for the shorthand writer and involves no extra penmanship.*

Elimination of Vowel Signs. Words are represented by a complete shorthand outline of their consonants. Short forms are provided for common words. Circles, loops and hooks are used for the representation of frequently occurring and natural combinations of consonants in English words. In the application of this abbreviating material the presence or absence of a vowel is indicated, and it is unnecessary to write signs for the vowel sounds. *Here again the shorthand writer is saved much time and labour.* A series of disjoined vowel signs is provided for insertion where necessary, such as in isolated words, or proper names.

Position Writing. Position writing is a simple and effective device for the indication of vowels. Writing a word above, on, or through the line, according to its first vowel sound, *is another means of expressing sound without actual writing, and it is a device highly prized by the fastest writers.* Generations of the best writers in the world have proved that the most effective means of securing compact, swift and legible shorthand outlines is through complete representation of the consonants, and that the insertion of the vowel signs is not ordinarily necessary.

Summary. In Pitman Shorthand the amount of actual writing has been reduced to a minimum because of the scientific use of the stenographic abbreviating material. Circles, loops, hooks, halving and doubling are devices used for the representation of syllables, and not for the formation of an alphabet. An adequate skill in shorthand

writing is developed through the application of the abbreviating principles of the system. These devices are few in number, and they are easily understood and applied.

FEATURES OF THE BOOK

This book presents the principles of Pitman Shorthand in a logical arrangement. The principles are stated briefly and simply, and each statement is followed by an adequate amount of application. The work of the teacher is made easier by dividing the principles into small units of construction.

An unusual feature of the book is the wealth of drill material provided for each unit of instruction. The amount of this material is more than that appearing in any shorthand textbook previously issued. The exercises have been so compiled that they are similar in subject matter to the material dictated to students in later stages of the study of the subject. The development of skill in reading and writing these exercises is therefore of great importance, for they provide practice as valuable to the student as the dictation he will receive when the principles have been completed. Realization of this will encourage the student and will stimulate rapid progress. The exercises provide a cumulative review of the principles and of the short forms

In the application of the principles a vocabulary of the two thousand commonest words has been used. Less frequently occurring words are used occasionally, however, to provide additional illustrations and to demonstrate in the exercises the application of a principle to similar words. These additional words are always well within the average student's vocabulary.

Most of the exercises are in shorthand. Reading correct shorthand is invaluable to the student, and the reading approach makes it possible to prevent students from writing or seeing incorrectly written outlines, and in this way assists them to write accurately from the start. The shorthand exercises are also useful for home preparation and from Chapter IX onwards longhand exercise or dictation material is included.

Dictation is always interesting to the student, and teachers will find *Graded Dictation Studies* of great use to them when used side by side with the NEW COURSE. In this book there is a wealth of dictation material arranged so as to correspond accurately with the chapters of the NEW COURSE and at the same time progressively graded by word-frequency. Complete practice for dictation purposes is also given in

the whole vocabulary of each chapter of the NEW COURSE, including short forms, phrases and word lists.

The very frequently used words expressed in shorthand by some logical principle of abbreviation are introduced in their appropriate places in the text and are also given in three alphabetically arranged lists at the end of the volume. The first list gives those short forms that are included in the text and these all come within the two thousand commonest words. The second list gives additional short forms occurring in the first ten thousand commonest words, and the third list a few others which do not occur in the ten thousand commonest words. It will be noticed that for all ordinary purposes the first list is adequate and in fact represents between 50 and 60 per cent of average matter.

Reference can be made to the wide selection of Pitman shorthand books which will be most useful for consolidating and expanding the principles by different approaches, supplying also abundant material for reading and dictation.

Much dictation material is available in *Office Dictation Today* and in the *Shorthand Speed Development* series. These books and the *New Course* itself are provided with supporting sound-tapes.

Shorthand material appears each week in the Pitman periodical *Memo*.

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INTRODUCTION

SHORTHAND is the art of representing spoken sounds by written signs. Pitman Shorthand provides a way of representing every sound heard in English words.

Ordinary longhand spelling is seldom phonetic. Pitman Shorthand is phonetic; that is, words are generally written as they are sounded and not according to ordinary longhand spelling. With certain exceptions no signs are used that are not wanted to represent the sound.

The following illustrations show how to think of the words when writing shorthand—

palm is *p-ah-m*

pale is *p-ay-l*

key is *k-ee*

wrought is *r-aw-t*

coal is *k-oh-l*

tomb is *t-oo-m*

With the exception of *worsted* (the woollen material) and a few proper names, e.g. *Worcester*, if an R appears in the spelling of a word it always appears in the shorthand. Words that include a “silent R” in some pronunciations of English are thus made much easier to read, e.g. *iron*, *park*.

The shorthand characters should be made as neatly and as accurately as possible. The size of the shorthand strokes in this book is a good standard to adopt in your own writing. The signs join readily with one another and they can be written with great speed when practised sufficiently. Resist the temptation to sacrifice accurate formation for speed. Speed in writing will naturally follow the practice of neat and accurate writing.

CHAPTER I

PITMAN SHORTHAND ALPHABET







1. The First Six Consonants

The sounds heard in English words are, in Pitman Shorthand divided into—

Twenty-four Consonants Twelve Vowels Four Diphthongs

A shorthand sign is provided for each of these sounds.

The first six consonants are represented by straight strokes written downward—

Letter	Sign	Name	As in
P		pee	pay, ape, up
B		bee	bay, Abe, be
T		tee	Tay, ate, it
D		dee	day, aid, do
CH		chay	chest, etch, which
J		jay	jest, edge, age








The arrows indicate the direction in which the strokes are written. They are never written in any other direction.

NOTE: These consonants form pairs: *p* and *b*, *t* and *d*, *ch* and *j*. In each pair a *light* sound is represented by a *light* stroke, and a corresponding *heavy* sound is represented by a *heavier* stroke.

2. Vowel *ā*

Vowels are represented by dots and dashes written alongside the consonant strokes. When a vowel comes *before* a consonant, it is placed *before* the stroke (left side); when a vowel comes *after* a consonant, it is placed *after* the stroke (right side).

The long vowel *ā* is represented by a heavy dot—









 *ape,*  *pay,*  *Abe,*  *bay,*  *aid,*  *day,*  *age.*







Write the consonant stroke first and then place the vowel sign. Two light dashes underneath an outline indicate that the word represented begins with a capital letter.

NOTE: There are three places alongside a stroke in which vowels may be written—beginning, middle, and end, or first, second, and third place. The dot for long *ā* is written in the middle place, and it is therefore called a “second-place vowel.”

3. Joining of Consonants

Consonants are joined without lifting the pen, as in longhand. Begin the second where the first ends, and write the stroke in its proper direction. Note that the first stroke rests on the line.

 *p ch,*  *bt,*  *tp,*  *dt,*  *ch p,*  *bd,*  *dp,*  *jt,*

 *paid,*  *page,*  *bait,*  *babe,*  *tape,*  *date.*

4. Vowel *ĕ*










Short *ĕ* is represented by a light dot, and is a second-place vowel—

 *etch,*  *edge,*  *bet,*  *pep,*  *Ted,*  *debt,*  *jet.*

NOTE: The first stroke rests on the line. Write the consonant outline first, and then place the vowel sign.

5. Short Forms for Common Words

A few very frequently used words, such as *be*, *it*, *the*, *to*, are expressed in shorthand by a single sign. These short forms promote speedy writing, and they should be thoroughly memorized—

 *be,*  *it,*  *do,*  *which,*  *the,*  *to,*  *two or too,*
 *but,*  *who.*

6. Phrasing

As an aid to rapid writing, shorthand words may often be joined. This is called phrasing. Outlines should be phrased only when they join easily and naturally, as shown in the examples throughout this textbook. The first word in a phrase is written in its normal position—

to do, but which.

A small tick *at the end* of a word represents *the*. The tick is written either upward or downward, whichever forms the sharper angle but, whether written upward or downward, its angle to the line of writing is always the same—

to the, be the, do the, which the, pay the, paid the.

7. Punctuation

The following special punctuation marks are used in shorthand—

x ? ! = ← { }

full stop, question, exclamation, hyphen, dash, parenthesis.

Other signs are written as in longhand.

Exercise 1

1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.

CHAPTER II

8. The Second Group of Consonants

The next four pairs of consonants are curves, and they are written downward—

Letter	Sign	Name	As in	Short Form for
F		ef	few, safe, for	
V		vee	view, save, have	have
TH		ith	thigh, bath, think	think
TH		thee	thy, bathe, them	them
S		ess	seal, ice, us	
Z		zee	zeal, eyes, was	was
SH		ish	she, wish, shall	shall
ZH		zhee	measure, treasure, usual	usual/ly

(a) they, say, fade, faith, shape, bathe, shade.

(b) fed, fetch, death, shed, essay.

9. Vowels \bar{o} and \bar{u}

Long \bar{o} is represented by a heavy dash, and is a second-place vowel—



















toe, oat, bow, Joe, foe, oath, so, owes,

show, showed, boat, both, vote.


















Short *ŭ* is represented by a light dash, and is a second-place vowel—

     
up, *us,* *tub,* *touch,* *Dutch,* *judge.*

Exercise 2

1.    2.   3. 
 4.   5.  
 6.   7.  
 8.   9.  

Exercise 3

1.   2.   3. 
 4.   5.  
 6.   7.  
 8.   9.  

CHAPTER III




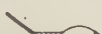










10. The Next Eight Consonants

The next eight consonants are all written forward. They are all light strokes except *g* and *ng*—









Letter	Sign	Name	As in	Short Form for
K		kay	cane, leak, come	come _____
G		gay	gain, league, give	give or given _____
M		em	may, seem, him	him _____
N		en	nay, seen, no	
NG		ing	long, sing, thing	thing _____
L		el	lay, coal, will	lord _____
W		way	weigh, aware, we	we _____
Y		yay	youth, yellow, yes	

When a vowel comes *before* a horizontal stroke it is written *above* the stroke; when a vowel comes *after* a horizontal stroke it is written *below* the stroke.


























- (a) ache, egg, gay, keg, cake, aim, may, make,
- came, game, gum, comb, no, know, name, neck.
- (b) ail, lay, laid, led, lake, delay, low, load,
- below, love, luck, lung, coal, goal, mail.
- (c) way, weigh, woe, web, wed, wedge, yoke, yellow.

(d)  take,  check,  joke,  became,  beg,  shake,  folk,
 shame,  thumb,  lunch,  bunch,  change,  length,  tongue.





































In a phrase, the stroke *l* is used to represent the word *will*—

 it will,  which will,  who will,  they will,  it will be,
 it will have,  they will be,  they will have, etc.



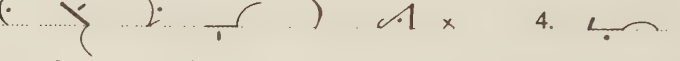
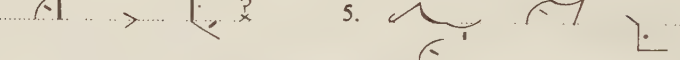



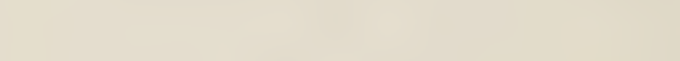
Exercise 4

1.  — >  x. 2.    x.
 3.    >  x. 4.  — >
 ? 5.       ?
 6.    >  x. 7.     ?

Exercise 5

1.    ?
    x.
 >  ? 4.      x.
 5.   —  x. 6.   
 >  x. 7.    >  
    x. 8.    ?
 9.  —   x.

Exercise 6





1.  x
2.  x
3.  x
4.  x
5.  x
6.  x
7.  x
8.  x

CHAPTER IV

























11. First-place Vowels

The next four vowels are written in the *first* place, that is, at the beginning of a stroke. When the *first* vowel in a word is a *first-place* vowel, the outline is written in *first* position, that is, the first downstroke or upstroke in the outline is written *above* the line. First-position outlines consisting of horizontal strokes are written above the line.











(a) Long *ah* is represented by a heavy dot—

   
pa, ma, calm, palm.
















(b) Short *ă* is represented by a light dot—

       
at, add, path, pal, pack, back, bath, attack,
      
attach, tank, bank, damage, shadow, catch, cash,
      
gang, am, among, map, away, lack, manage,
 
annum, package.

(c) Long *aw* is represented by a heavy dash—

       
saw, paw, ball, bought, talk, tall, auto, chalk,
 
jaw, law.

(d) Short *o* is represented by a light dash—

       
top, odd, doll, dog, job, off, shock, shop,
      
got, lodge, lock, long, knock, watch, wash.

SHORT FORMS

⌋ for, ⋅ a or an, \ of, | on, | had.

Phrases—

⌋ on the, ⌋ but the (the signs for on and but slightly slanted).

Exercise 7

1. ⌋ — \ ⌋ ? ⌋ ⌋ ⌋
⌋ x
2. ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
⌋ x
3. ⌋ ⌋ ⌋ ⌋ ⌋ x ⌋ ⌋ ⌋
⌋ ⌋ x
4. ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
⌋ x
5. ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
⌋ x
6. ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
⌋ x
7. ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
⌋ x
8. ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
⌋ x
9. ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
⌋ x
10. ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
⌋ x

Exercise 8

1. ... 3/6
2. ,)- ✓
3. }
4. > < ?
5. < x
6. ,
7. < x
8. > ,
9. < ,)- .
10. ,

12. Second Position

When a *second-place* vowel is the *first* vowel in a word, the outline is written in *second* position, that is, the first downstroke or upstroke rests on the line—

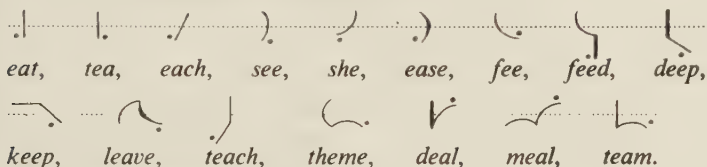
CHAPTER V

13. Third-place Vowels

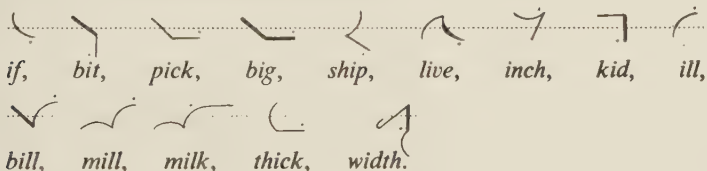
The last four vowels are written in the third place. When a third-place vowel comes between two strokes, it is put in third place before the second stroke.

When a third-place vowel is the first vowel in a word, the outline is written in third position, that is, the first downstroke or upstroke is written through the line.

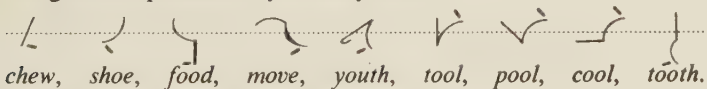
(a) Long ē is represented by a heavy dot—



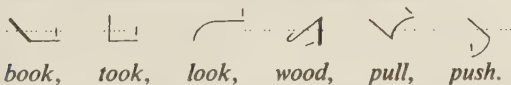
(b) Short ĭ is represented by a light dot—



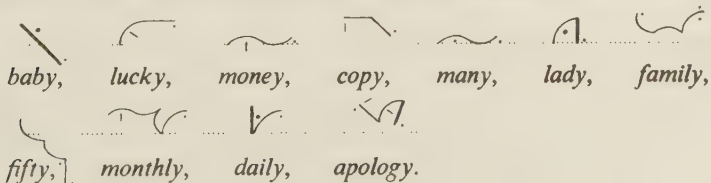
(c) Long ō is represented by a heavy dash—







(d) Short ȯ is represented by a light dash—












NOTE: The sound of y at the end of a word is represented by the light dot ŷ.







Where an outline consists only of horizontal strokes and the first vowel is a third-position vowel, the outline is written *on* the line—




 *key*,  *kick*,  *cook*,  *ink*,  *king*.

Drop the *ĩ* vowel in the termination *-ing*—






































 *making*,  *taking*,  *leaving*,  *living*,  *looking*,  *asking*,
 *mailing*,  *talking*,  *washing*.

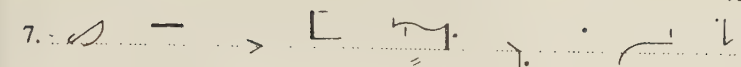
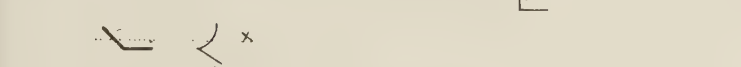


SHORT FORMS

| *different* or *difference*,  *wish*,  *put*,  *to be*, ' *owe*,
— *can*, — *go*, ' *ought*,  *in* or *any*.




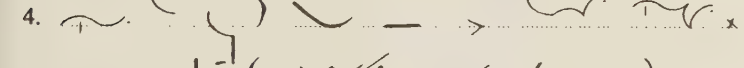
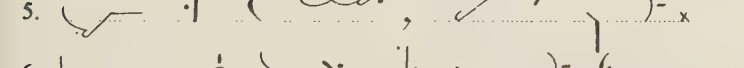

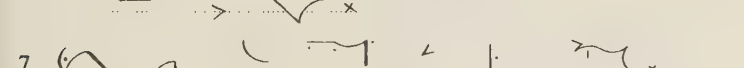



Short Form Derivatives:  *being*,  *doing*,  *having*, — *going*.

Exercise 10






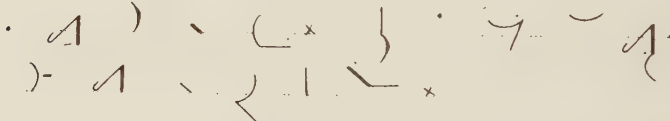




1.      '    x
2.       —   x
3.  '         x
4.  '       x  
5.     >     
6.        "  

7. 
8. 
9. 
10. 

Exercise 11

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

Exercise 12

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

CHAPTER VI

14. Two Forms for R

Letter	Sign	Name	As in
R		ray	raw, reach, carry
		ar	car, air, dare

When *r* begins a word use as in—

red, raw, road, route, rug, rush, ring, reach, ready,

readily, retail, wrong, range, rank, relief, relieve.

When a word begins with the combination "vowel-*r*" use as in—

air, arm, or, ear, early, army.

SHORT FORMS

(up) *are*, (up) *our* or *hour*, (up) *and*, (up) *should*.

NOTE: *Chay* and *Ray*: These strokes are somewhat similar, but they are different in slope and in the direction in which they are written. *Chay* is always written downward at a small angle from the vertical.

Ray is always written upward at a small angle from the horizontal.

For the inclusion of consonant *r* in shorthand writing, see Introduction, p. viii.

Exercise 13

-
-

SHORT FORMS

your, year, whose, large, thank or thanked.








NOTE: In the phrase "to go" the vowel is inserted.

Exercise 14






- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

16. In order to avoid awkward joinings *r* is written—


(a) Downward before *m*—

 *room*,  *Rome*,  *remedy*,  *form*,  *firm*,  *alarm*,  *remove*.












(b) Upward before *t*, *d*, *ch*, *j* and *th*—

 *errata*,  *arid*,  *arch*,  *urge*,  *earth*.

























(c) Upward after a straight upstroke—

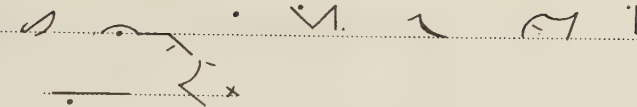
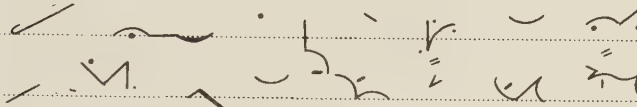
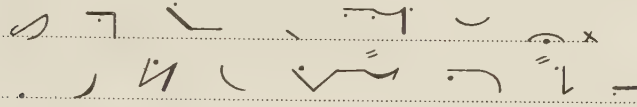


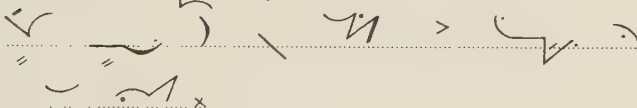
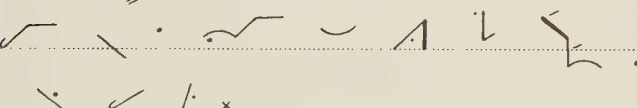
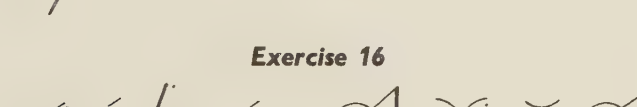

 *rear*,  *rare*,  *roar*,  *aware*,  *career*,  *lawyer*.

NOTE: Usually it is better to write upward *r* in the middle of a word—

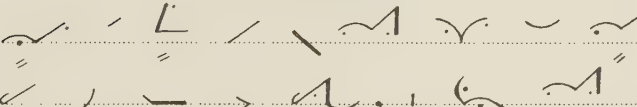
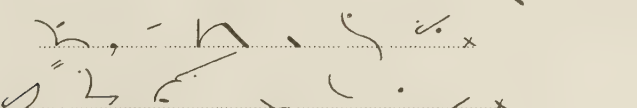

 *March*,  *party*,  *park*,  *forty*,  *authority*,  *charge*,  *garage*,
 *fourth*,  *mark*,  *parade*,  *thoroughly*.


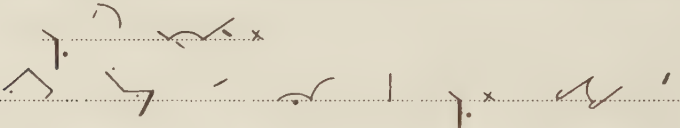
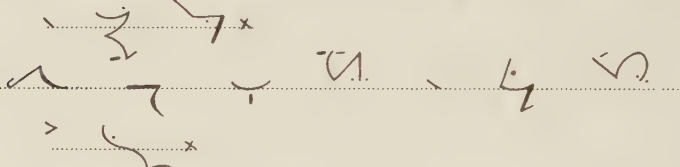
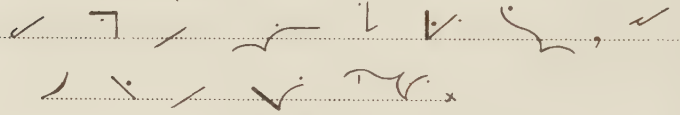

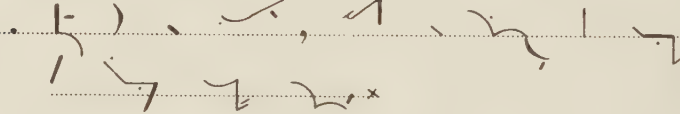
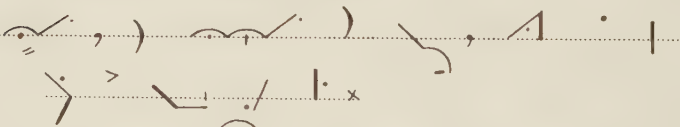

Exercise 15

-        
-         
-       

4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 

Exercise 16

1. 
2. 
3. 









4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 

CHAPTER VII









17. Diphthongs

The four double vowels used in Pitman's Shorthand are *i*, *oi*, *ow*, and *u*, as heard in the words *I enjoy Gow's music*.









- (a) The diphthong *i* is represented by a small angular mark written as shown, in the first vowel place—




pie, pipe, tie, type, die, by, buy, time, my,

wide, lie, like, admire, alive, fire, five, tire,


















retire, arrive, pile, bite, dime, rye, knife, mile,








china, shy, ripe.

- (b) The diphthong *oi* is written as shown, in the first vowel place—



















boy, joy, enjoy, toy, boil, boiler, annoy, coil,








toil, coy, alloy.

- (c) The diphthong *ow* is written as shown, in the third vowel place—













cow, out, loud, mouth, row, couch, outlay, lounge, county.

- (d) The diphthong *u* is represented by a small semicircle written in the third vowel place—

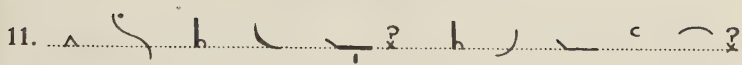

beauty, duty, failure, cure, endure, cube, bureau,

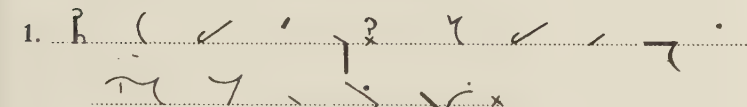
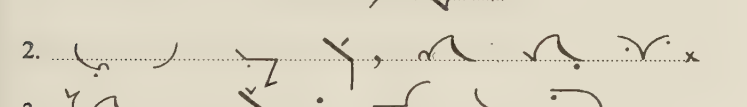

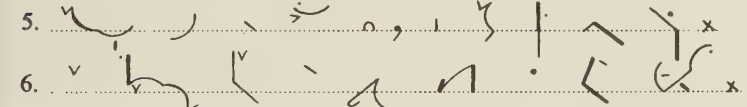
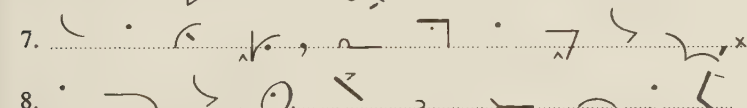

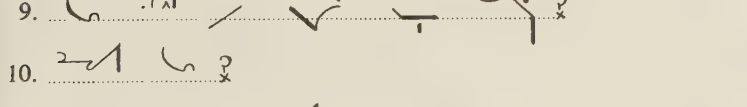
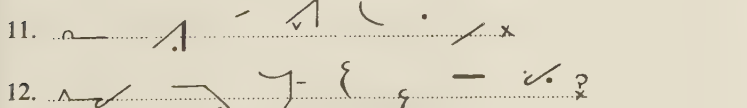

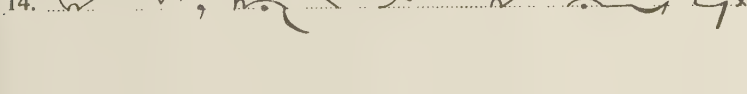
tube, occupy.

.....^v I or eye, ..[^] how, ..[^] why, ..[^] beyond, ..[^] you, ..^c with, ..^c when,
.....[^] what, ..[^] would, ..[^] me, ..[^] owing.

Handwriting practice sheet for cursive letters 'a' through 'z'. The sheet is divided into 10 rows, each containing a sequence of cursive letters and their corresponding stroke order diagrams. The letters are written in a cursive style, and the stroke order diagrams use arrows and numbers to indicate the direction and sequence of strokes. The letters are arranged in a grid-like pattern, with each letter occupying a specific space defined by horizontal lines. The letters are: 1. a, 2. b, 3. c, 4. d, 5. e, 6. f, 7. g, 8. h, 9. i, 10. j, 11. k, 12. l, 13. m, 14. n, 15. o, 16. p, 17. q, 18. r, 19. s, 20. t, 21. u, 22. v, 23. w, 24. x, 25. y, 26. z.



11. 
12. 

Exercise 18

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11.
12.
13.
14.


18. Joined Diphthongs

- (a) The diphthong signs are joined to strokes when an easy joining can be made—




ice, eyes, item, idle, deny, oil, due, few, issue,

new, avenue, review, value, renew, revenue, bough or bow.

- (b) The sign for *ow* is contracted in the word  now.

- (c) The sign for *i* is contracted before *l*, *m*, *k*, and upward *r* to form such phrases as—


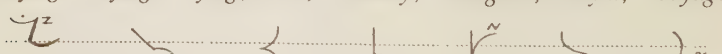

I will (I'll), I am (I'm), I may, I can, I write.

- (d) The short form *you* is turned on its side to form the phrases—




can you, give you, with you, when you, what you,

would you, are you, etc.










19. Triphones



A small tick added to a diphthong sign indicates another vowel following the diphthong—




buying, dying, lying, via, variety, Niagara, loyal, voyage,

enjoying, power, shower, tower, towel, fewer, issuing.

Exercise 19

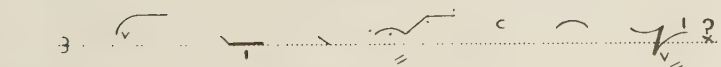

1. 
2. 

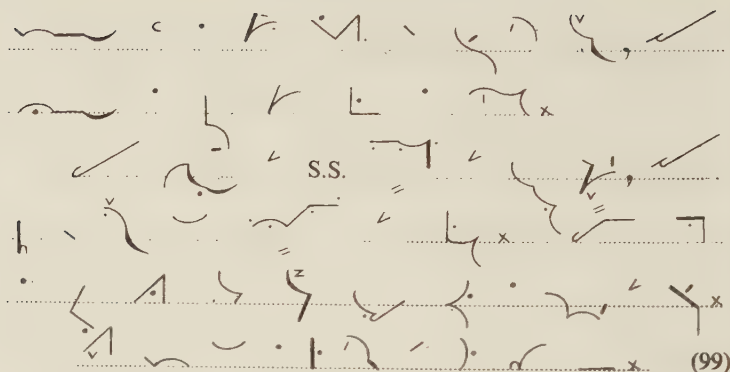
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 

Distinctive Outlines:  *pure*,  *poor*.

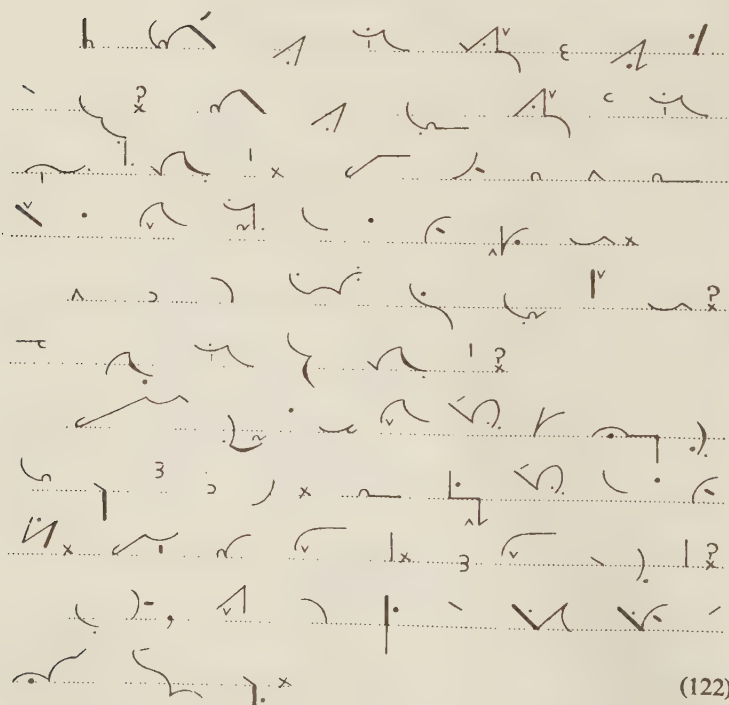
12. 
13. 

Exercise 20



- 
- 








Exercise 21







20. Consonant H

Letter	Sign	Name	As in
H		hay	he, high, hay
		hay	hope, happy, head








- (a) When *h* is the only consonant stroke, or is followed by *k* or *g*, use the downward form—

    
he, hay, high, hake, Haig,







and also in the derivatives of words written with the downward *h*—



   
highly, higher, highway, hayrick.




- (b) Use the upward form when *h* is joined to other consonants—

      
happy, hope, head, heavy, hotel, hang, huge, hurry.

- (c) The word *hope* is contracted to the stroke *p* to form the phrases

   
I hope, I hope you will, I hope you are, we hope,
 
we hope you will, we hope you are, etc.

- (d) The word *he* is represented in the middle or at the end of a phrase by the short form . In other cases  is used.

  
if he, if he should, but he will.

CHAPTER VIII

21. S Circle

The very frequently occurring consonant *s*, and its corresponding heavy sound *z*, are represented by a small circle as well as by the strokes) and (

The small circle joins easily to other consonant strokes at the beginning, in the middle, or at the end of a word. At the beginning of a word, the *s* circle is always read first; at the end of a word, the *s* circle is always read last.

The *s* circle is written inside a curve—

- (a) *face*, *these*, *shoes*, *loss*, *knows*, *names*, *bills*,
else, *anxious*, *less*, *months*, *leaves*, *shows*, *lose*,
miss, *arms*, *ears*, *nice*, *size*, *voice*, *invoice*,
announce, *advice*, *news*, *views*, *refuse*, *items*,
issues, *errors*, *forms*, *office*, *affairs*.
- (b) *safe*, *seem*, *slow*, *song*, *silk*, *sir*, *small*,
Sunday, *sense*, *sale*, *sales*, *save*, *saving*, *sell*,
selling, *sleep*, *snow*, *some*, *soon*, *sun*, *since*,
similar, *soil*, *south*, *sign*, *salary*.
- (c) *message*, *absence*, *business*, *cousin*, *reason*, *receive*,

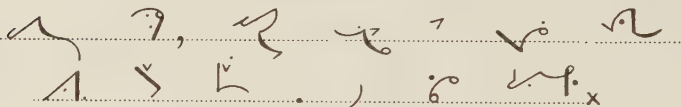
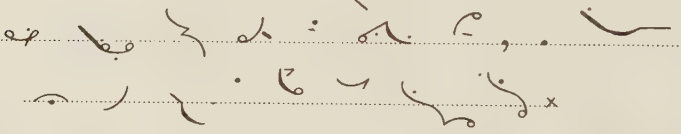
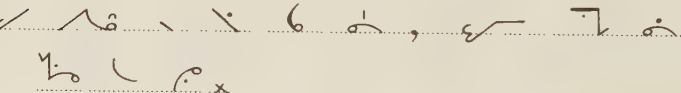
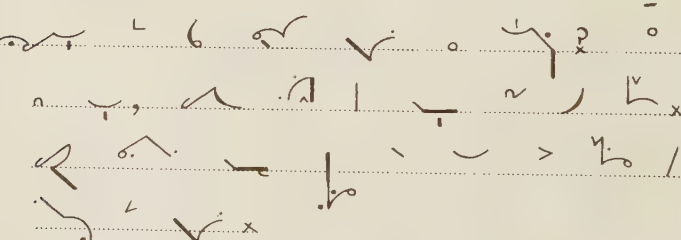
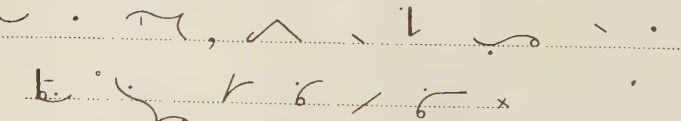
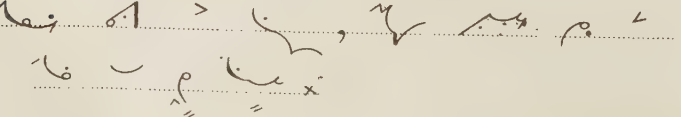
receiving, passing, dozen, inside, music, Wednesday.

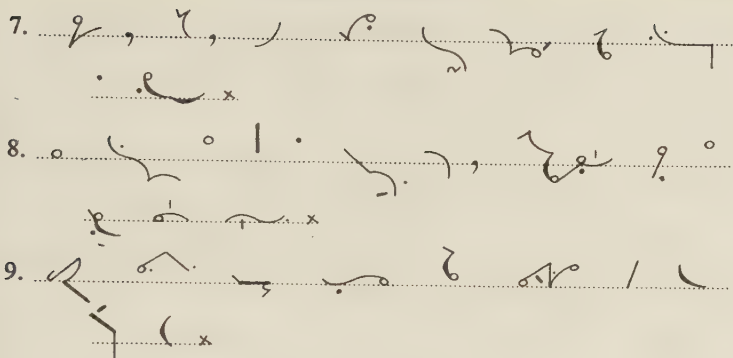
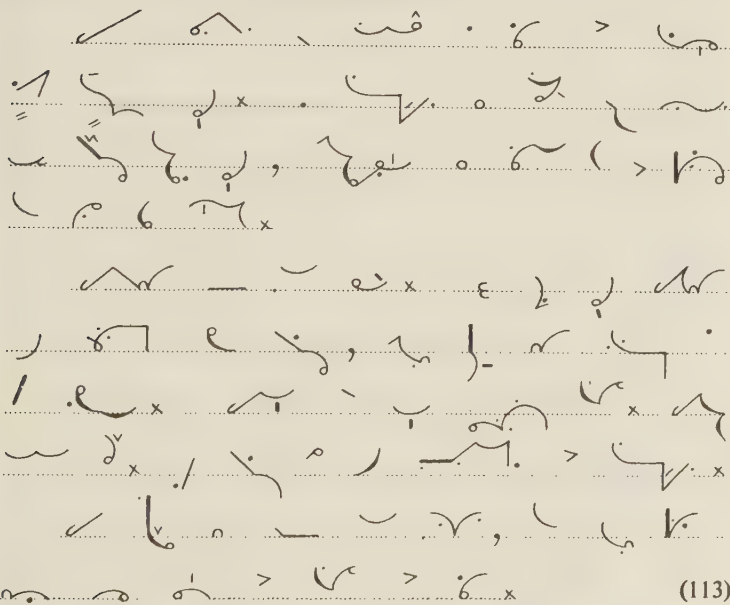
SHORT FORMS

° has or as, ° his or is, ℓ several, 6 those, 6 this, 6 thus.

NOTE: ↻ has the or as the, ↻ is the.

Exercise 24



























1. 
2. 
3. 
4. 
5. 
6. 

**Exercise 25**



























(113)

22. The *s* circle is written with a left (anti-clockwise) motion to straight strokes.





(a) This means that it is written on the right side of straight down-strokes—

       
pass, days, copies, ladies, inches, piece, pages, choose,
       
sat, said, sets, speech, such, sad, sit, city,
      
cities, stay, spare, Saturday, side, suit, etc. (et cetera),
  
outside, decide, Tuesday.















(b) It is written on the upper side of straight horizontal strokes and straight upstrokes—

        
guess, looks, box, fix, folks, case, cause, sick, soak,
        
six, sake, secure, securely, excuse, use, ways, yes, raise,
       
house, carries, marries, varies, twice, sorry, series, service.


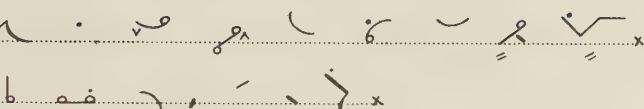
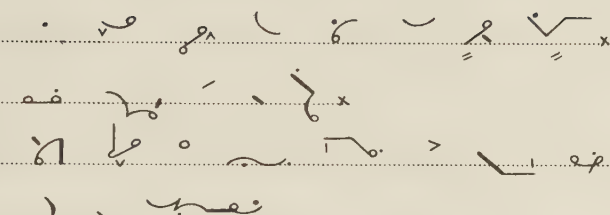
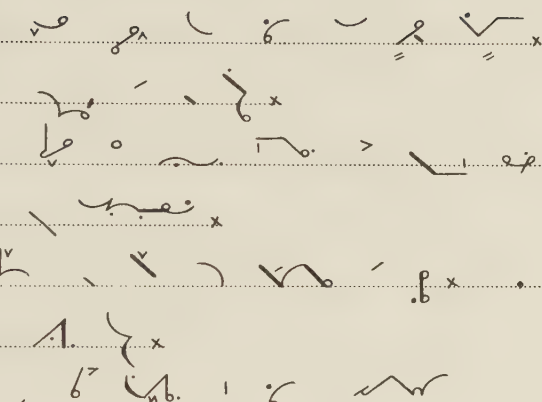
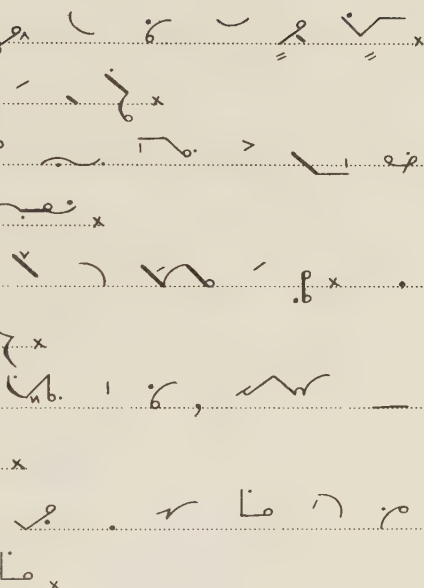
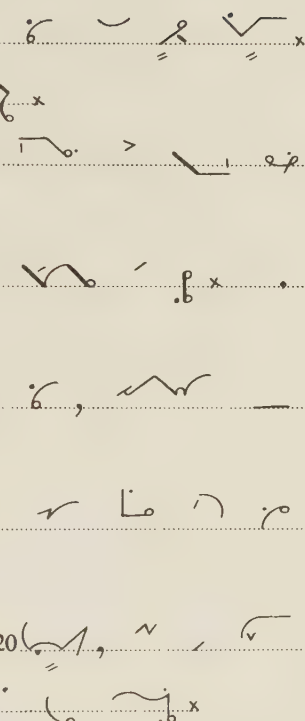
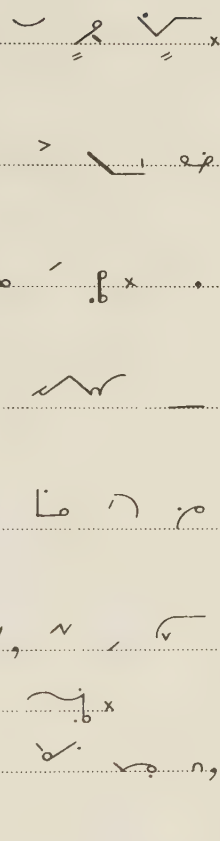
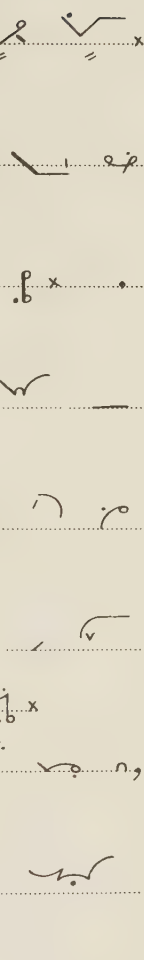

SHORT FORMS

 *because,*  *special or specially,*  *speak,*
 *subject or subjected.*

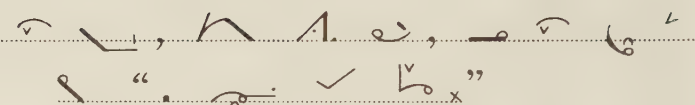
The *s* circle is added to short forms—

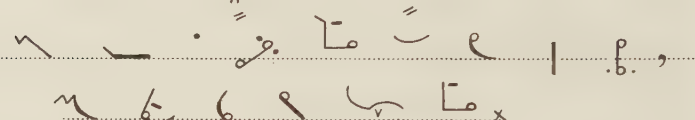
     
speaks, subjects, yours, years, ours or hours, wishes,
     
thinks, thanks, goes, gives, comes, things,
 
differences, puts, etc.

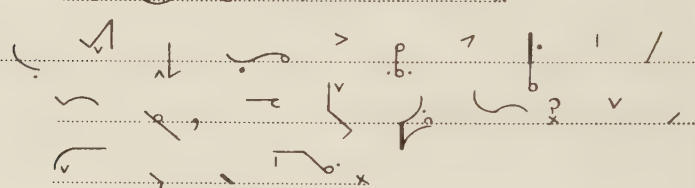
Exercise 26

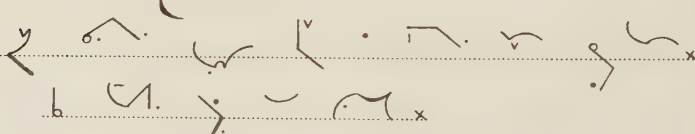
1. 
2. 
3. 
4. 
5. 
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7. 
8. 
9. 
10.

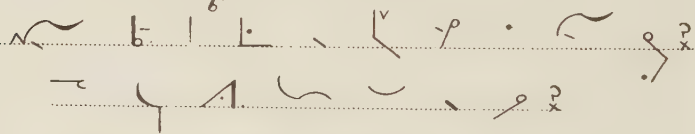
Exercise 27

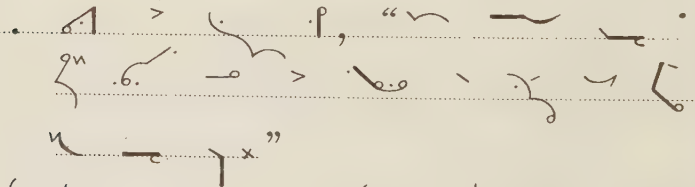
1. 

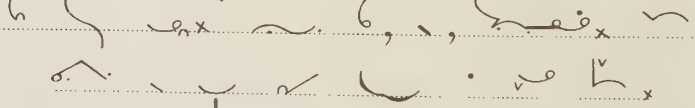
“ . n . ✓ v x ”
2. 

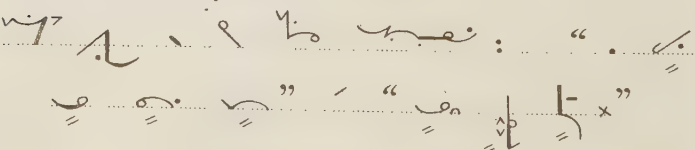
~ b b g v m x
3. 

v ~ , ~ v m x
4. 

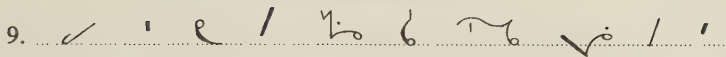
b m . y ~ m x
5. 

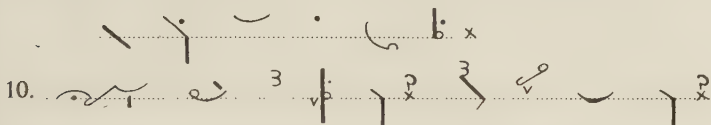
~ b | l ~ v p . ~ g x
6. 

g n . b . ~ , “ ~ ~ ~ . ”
7. 








h ~ n x ~ b , ~ , ~ x ~
8. 






“ ~ ~ ~ ” / “ ~ ~ ~ ”

9. 

10. 

23. Final *s* circle represents the word *us* in such phrases as—

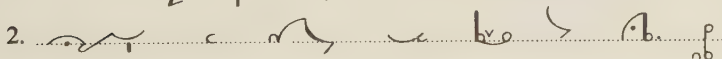
 for us,  to us,  give us,  take us,  show us,  making us,
 charge us, etc.

NOTE:  with us,  when is,  when is the,  what is,
 what is the.

Exercise 28

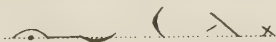
1. 



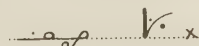
2. 



3. 



4. 

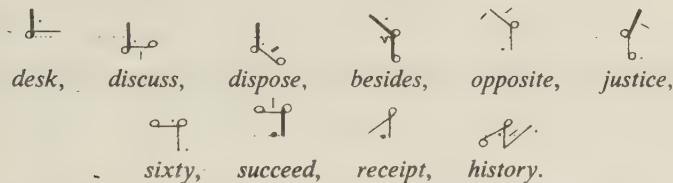


5. 



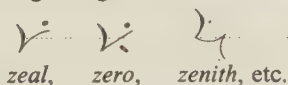
39

- 24.** The *s* circle is written on the outside of the angle formed by two straight strokes—

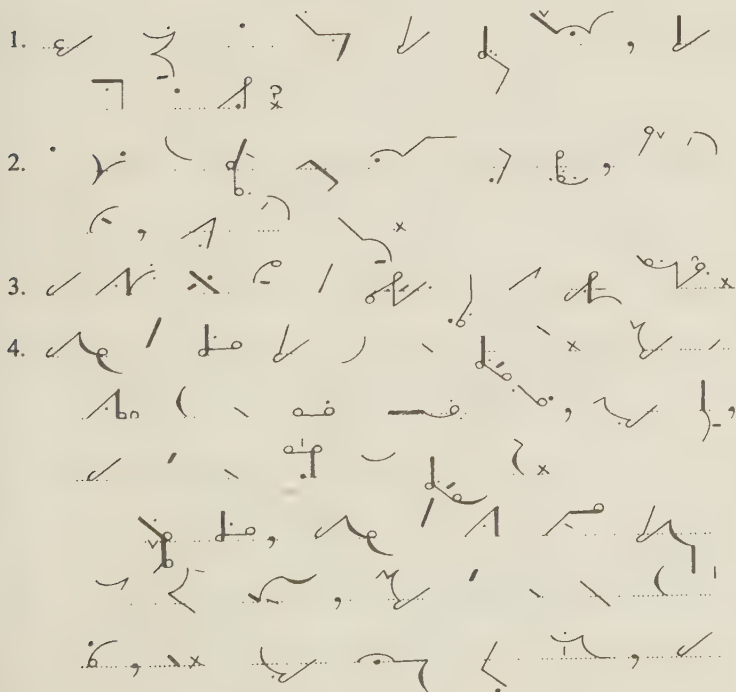


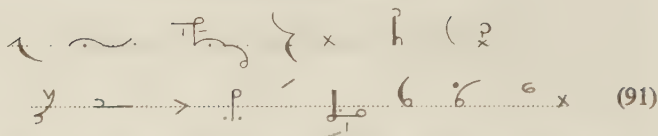
- 25.** The circle at the beginning of a word represents s only.

In the few words beginning with z, the stroke z is used—



Exercise 29



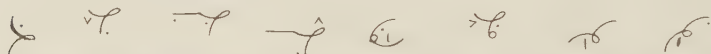


26. Upward *r* is used following the curve and circle in words like—



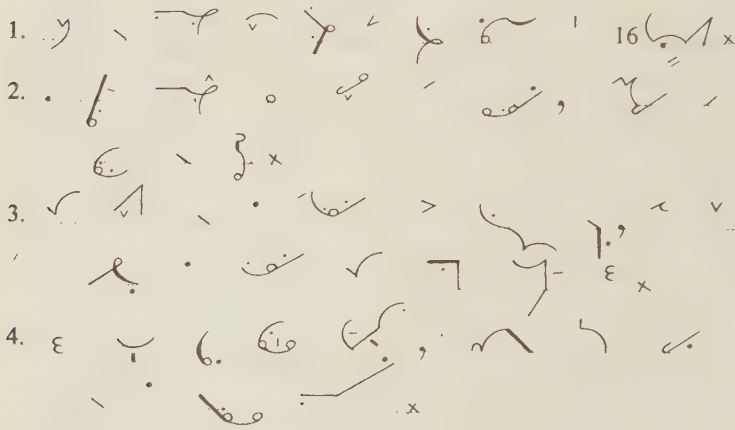
even though the words do not end with a vowel; because a much more swiftly written and readable outline is obtained in this way. (See p. 18.)

27. The stroke *l* may easily be written downward, and when it precedes or follows circle *s* attached to a curve it is written in the same direction as the circle—



vessel, nicely, cancel, council, lesson, noiseless, muscle, loosely.






Exercise 30




CHAPTER IX

28. St Loop


- (a) A small loop, written in the same direction as the *s* circle, represents *st* (called "stee")—


fast, missed, must, honest, assist, list, invoiced, announced,

stuff, style, steel, still, stone, stem, store.

post, based, test, just, adjust, suggest, fixed,

guest or guessed, cost, waste, rest, haste, host.

step, state, stayed, stage, stock, story.


- (b) The *st* loop represents either a light or heavy final sound—


past, paused, used, advised, refused, disposed, supposed.

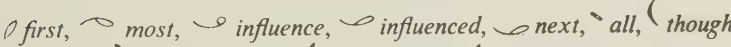
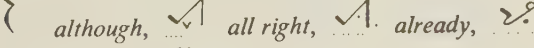
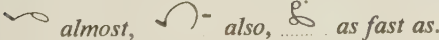
Final *s* circle after a *st* loop is added as shown—


lists, posts, tests, wastes, adjusts, costs, suggests.

- (c) The *st* loop may be written in the middle of a word—


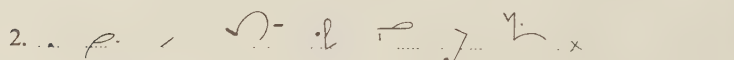
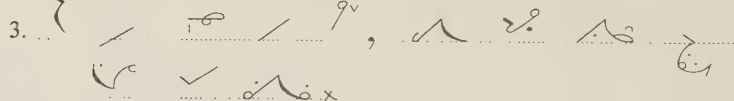


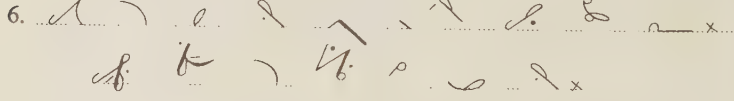
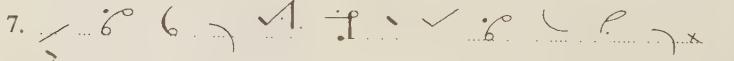

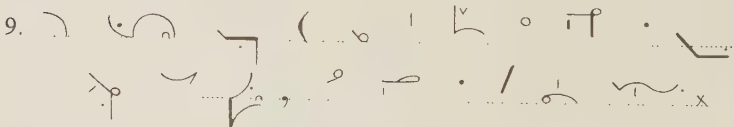



testing, adjusting, suggesting, artistic.

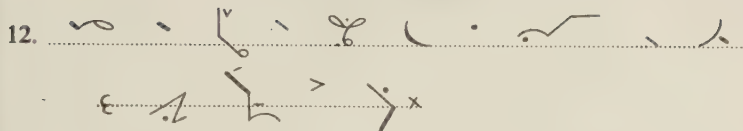
SHORT FORMS


first, most, influence, influenced, next, all, though.
 NOTE: 
although, all right, already, always,

almost, also, as fast as.

Exercise 31

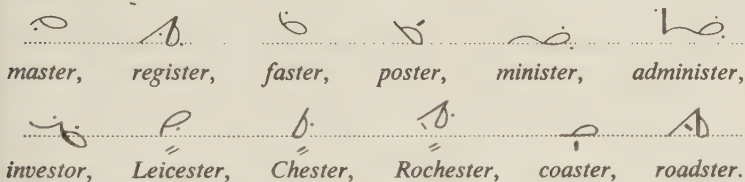
Distinctive Outlines: cost, caused.

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 



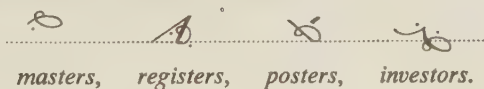
29. Str Loop

A large final loop, written in the same direction as the *s* circle, represents *ster*—

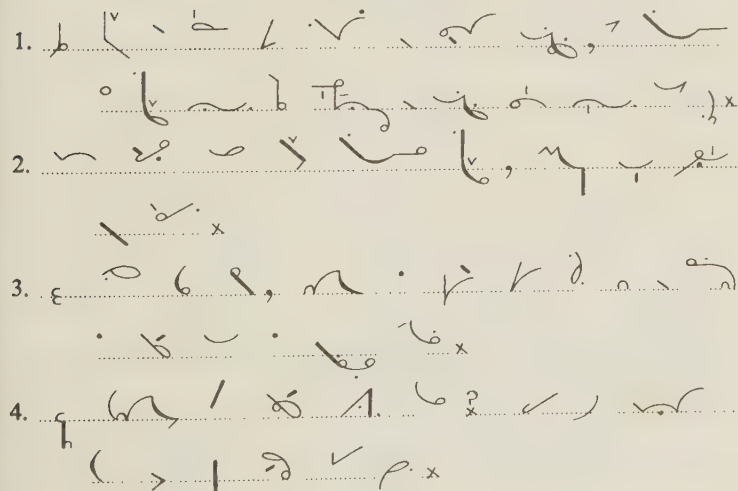


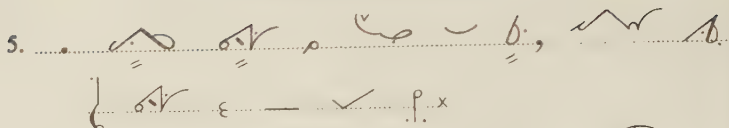
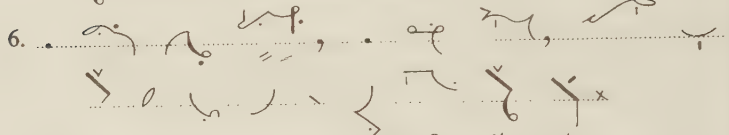
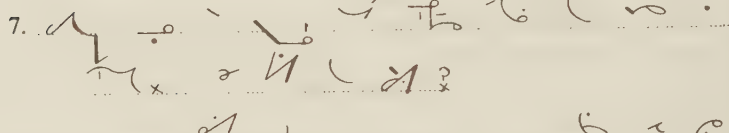
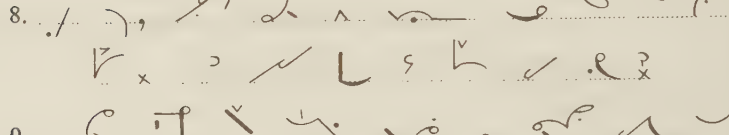

The *ster* loop is not used at the beginning of a word.

The *s* circle is added for such words as—





Exercise 32




5. 
6. 
7. 
8. 
9. 

30. Ses Circle


- (a) A large final circle represents *ses*, or *sez*. This large circle is written in the same direction as the circle *s*—


faces, losses, services, cases, pieces, boxes, taxes,

success, passes, fixes, causes, uses, chooses, supposes.

- (b) The large circle also represents *ses* in the middle of a word—


necessary, necessity, successive, successfully.

- (c) Any vowel other than short *ě* between the two *s*'s is indicated by writing the vowel sign inside the circle—


basis, insist, exhaust, resist, census, exercise, exercises.

SHORT FORMS

6. themselves, 9 ourselves, ° as is, ° is as, ° myself,
 ° himself, 6 itself, / much.

Exercise 33

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

31. Sw Circle

- (a) A large initial circle represents *sw* (called "sway"). The *sw* circle is written in the same direction as the *s* circle—

sweep, sweet, sweetest, swell, swelling, swim, swing,
swear, switch, swiftest, swayed.

- (b) The *sw* circle represents the words *as we* in such phrases as—

as we have, as we think, as we shall, as we wish,
as we may, as we know, as we can, as we are, etc.

It is also used to form the phrase *as well as*.

- (c) The large circle represents the two *s*'s in such phrases as—

this is, this is the, this city, as soon as, as soon as possible.


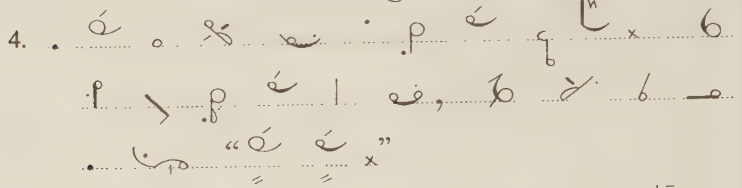
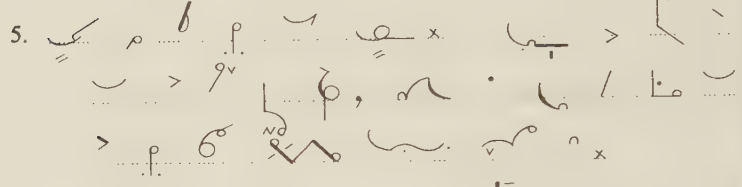
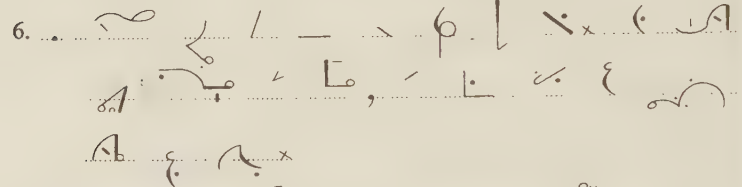

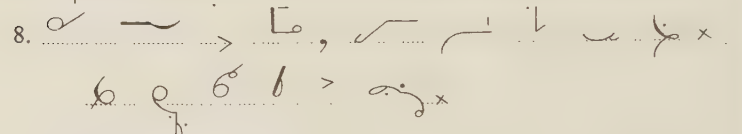


SHORT FORMS

United States, New York, largest.

Special Phrase: *United States of America.*

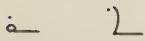
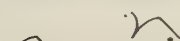
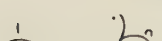
Exercise 35

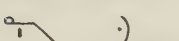

1. *United States, New York, largest.*
 2. *United States of America.*

3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

32. Vowel Indication

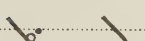
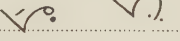

- (a) A circle or loop is always read first at the beginning of a word. When a vowel begins a word, we must write a stroke in order to place the initial vowel sign—

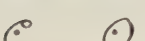
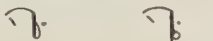




sack but *ask*, *sleep* but *asleep*, *sum* but *assume*,



scope but *escape*, *side* but *aside*.


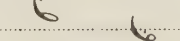

- (b) A circle or loop is always read last at the end of a word. When a word ends in a vowel, we must write a stroke in order to place the final vowel sign—

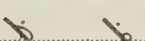





bees but *busy*, *police* but *policy*, *honest* but *honesty*,



lace but *lazy*, *modest* but *modesty*.

- (c) When a vowel occurs between *s* and *t*, the *st* loop is not used—


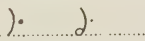






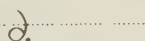
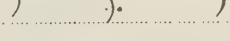
deposed but *deposit*, *vast* but *visit*, *opposed* but *opposite*,





best but *beset*, *rest* but *receipt*.

The outline thus indicates the presence or absence of a vowel sound.









- (d) As there are no places alongside a circle or loop for placing vowel signs, we must write—







us, *so*, *sow* or *sew*, *say*, *says*, *see*, *sees*, *seas*, *seize* or *cease*,




seized or *ceased*, *seizes* or *ceases*, *ice*, *essay*, *eyes*,



ease, *easy*, *owes*.

Special Phrases:  so much,  too much,  how much,
 as much as,  inasmuch as,  as much as possible,
 as early as possible,  as far as possible.

SHORT FORMS

 especial or especially,  language or owing,  young,
 anything,  nothing,  something.


















































NOTE: In Pitman Shorthand we represent all the consonants we hear in the words we write. Except for the "short forms," where for the sake of extreme brevity we use only one or two of the consonants in a word, we do not normally resort to the expedient of writing only some part of a word. This is one of the reasons for the remarkable legibility of Pitman Shorthand.

As we proceed we shall find that the various abbreviating devices of the system enable us to represent all the consonants in words in concise, legible, and rapid shorthand forms. These outlines are so clearly distinctive that it is unnecessary to insert the vowel signs. The outlines are perfectly legible without them.

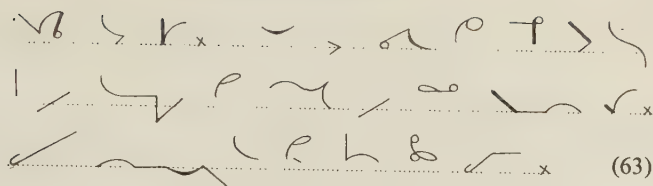
In addition to writing a full outline of the consonants, we employ a means of indicating the presence or absence of a vowel with very nearly every abbreviating device of the system. Another expedient, highly prized by the fastest and most accurate shorthand writers in the world, is position writing. It is not surprising, therefore, that the system is so legible.

From now on we shall omit all but essential vowel signs in the shorthand exercises; but we shall take care to insert essential vowels to eliminate any possibility of hesitation in reading back shorthand notes.

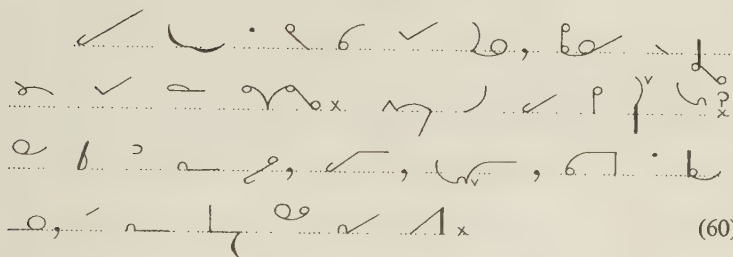
Exercise 36

-  the  and  of  in  on  at  by  with  from  to  towards  against  between  among  under  above  below  within  without  till  until  till  until  till  until  till  until
-  the  and  of  in  on  at  by  with  from  to  towards  against  between  among  under  above  below  within  without  till  until  till until till until till until till until

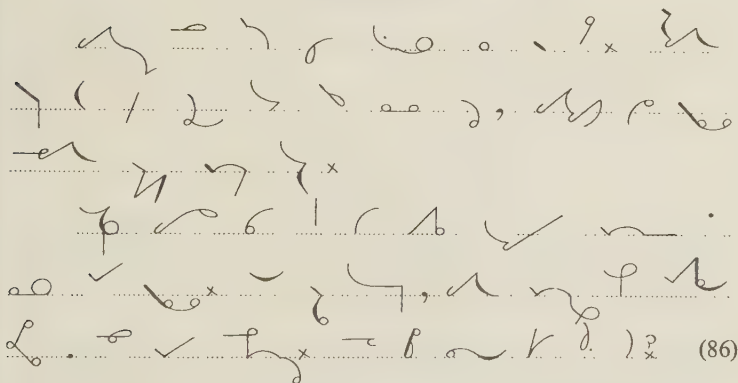
(38)



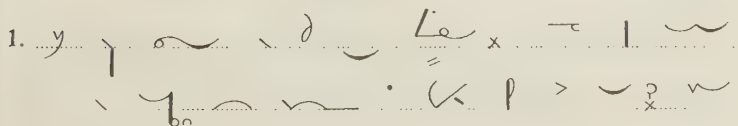
(63)

Exercise 37

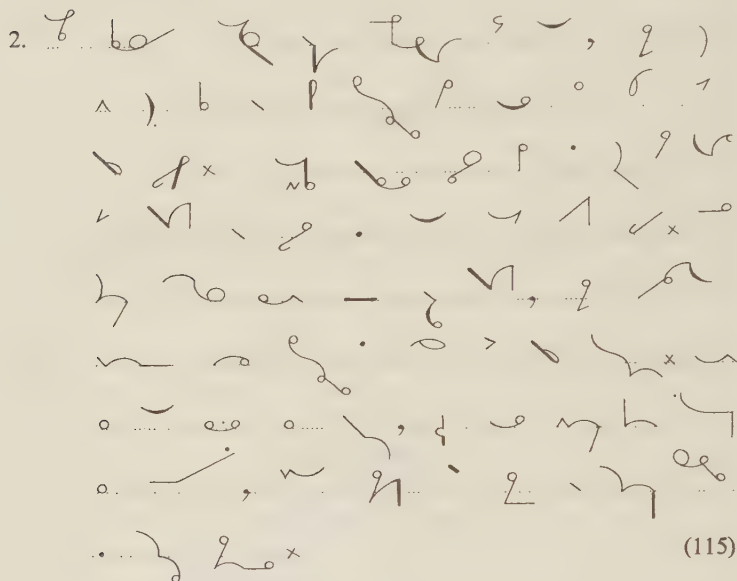
(60)

Exercise 38

(86)

Exercise 39


(47)

2. 
(115)

Exercise 40

(Write in Shorthand)

1. Suppose some big customer *of-yours* ceased *to-deal-with-you*. What-would you do? We-think-you would write *to-him*, asking if-he had any special reason *for-his* silence.
2. This-is what we-are-now asking-you. Although in-the past our business with-you in-this-city was extensive, several months have elapsed since you last had any dealings with-us. We should like to know why, as-we-are unaware of any failure to-give-you-the best service.
3. We always desire to-satisfy all-our customers, large buyers or small. We assure-you we-shall-do anything we-can to put things right, if-you think our service in-any-way faulty. (118)

Exercise 41

(Write in Shorthand)
































1. *I-have-seen your notice in to-day's "Star," and-I should-like to-have details of-your new Masters' Reading Series. I-think such a series should make a wide appeal, and-I-wish-you much success with-it.*
2. *Many of-those who have-seen my set of "Stories of-the Earth, Sea, and Sky" speak highly of-it, and-several, I-know, have bought similar sets for-themselves.*
3. *I-am-sorry you have allowed "Poster Designing" to-go out of stock. Such a book, it-seems to-me, should-have a large sale, as so-many are-now taking-up-the study of-this-subject. In-view of-this, may I suggest a new issue?* (116)

CHAPTER X







33. Halving

Strokes are halved to indicate a following *t* or *d*.











- (a) In words of one syllable a light stroke is generally halved to indicate a following *t* but not a following *d*—

							
not,	note,	aunt,	act,	caught,	coat,	cut,	met,
							
meet,	fat,	fight,	thought,	art,	wait,	yet,	lot,
							
light,	slight,	late,	let,	stopped,	asked,	talked,	
							
kept,	reached,	shipped,	marked,	left,	checked.		

NOTE:  night.

The *s* circle is always read last:  notes,  acts,  thoughts,
 lots,  waits,  nights.

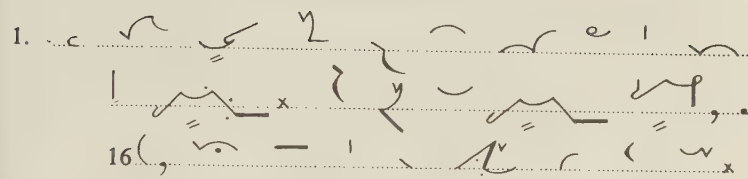
- (b) In words of one syllable a heavy stroke is generally halved to indicate a following *d* but not a following *t*—

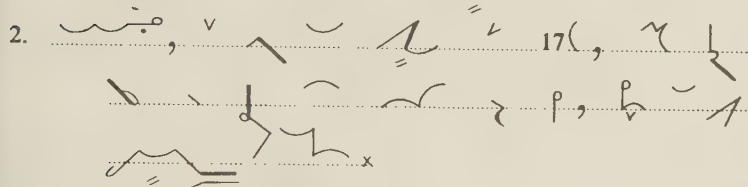
							
bad,	bed,	died,	dead,	God,	good,	loved,	charged,
							
lived,	changed.						

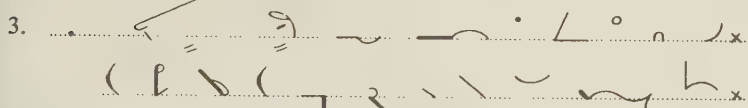
SHORT FORMS

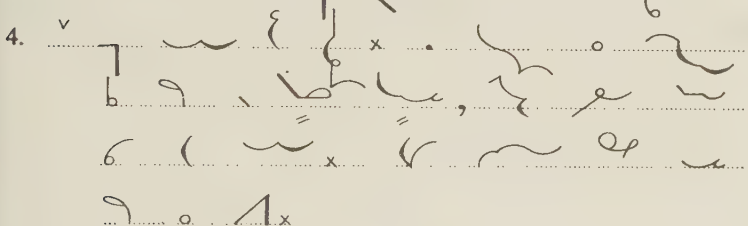
 quite,  could,  that,  without,  sent,  wished.

Exercise 42

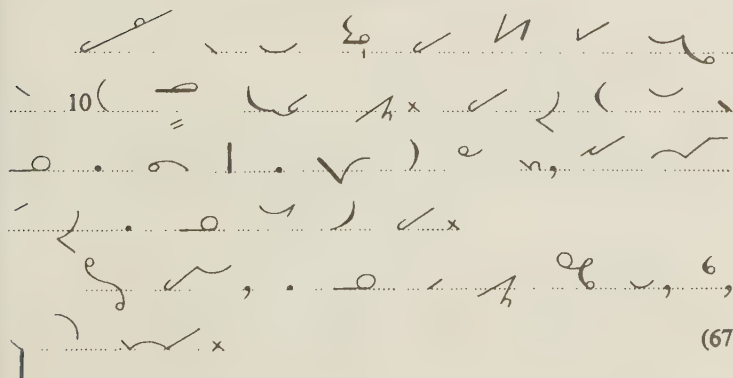
1. 

2. 

3. 

4. 

Exercise 43



34. (a) In words of two or more syllables, a stroke is generally halved to indicate a following *t* or *d*—





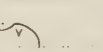

- (1) *attached, answered, except, suggested, avoid, market,*





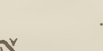

recent, absent, admit, arrived, engaged, enjoyed,



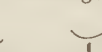
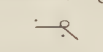


estate, stated, exact, result, benefit, booklet.


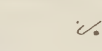
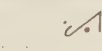



- (2) *actually, writing, badly, lately, entire, entirely,*


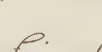

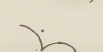


evidence, sometimes, waiting, certain, goodbye, absolutely.


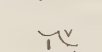

- (3) *omit, omitted, note, noted, accept, accepted, submit,*

submitted, await, awaited, limit, limited, visit,



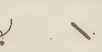
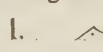


     

visited, list, listed, remit, remitted, deduct, deducted,

notify, notified, invited.

- (b) A half-length stroke is not written through the line to indicate a third position. Words like the following are written on the line—

east, feet, fit, sheets, bid, did, written, invite, indeed,

needed, instead, little, moved.

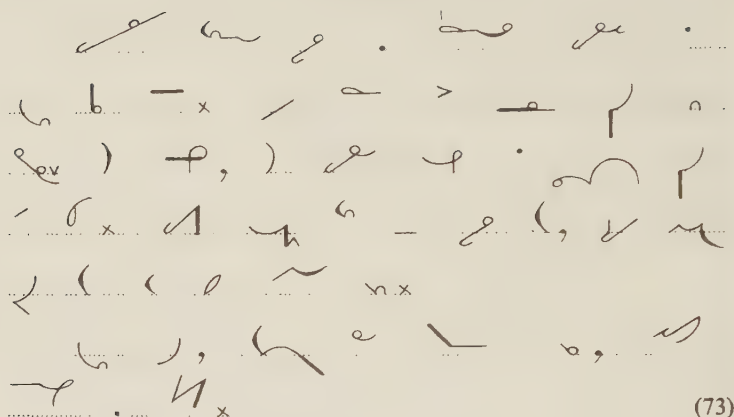
- (c) Where a final diphthong is joined, a single stroke is generally halved to indicate a final *t* or *d*—

h *h* *h* *h* *h*
doubt, about, bowed, cute, issued.

Exercise 44

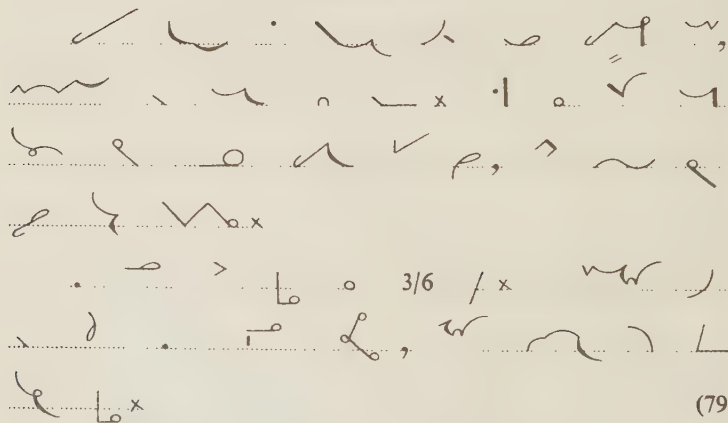
-
-
-
-
-

Exercise 45



(73)

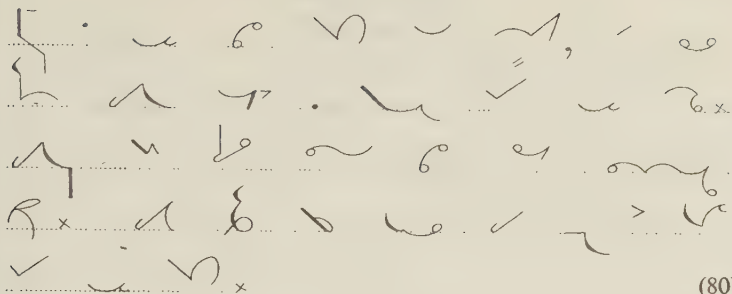
Exercise 46



(79)

Exercise 47





(80)

Exercise 48*(Write in Shorthand)*

We-have-sent several notes to-you asking-you to pay-the bill for-the-goods you bought six-months-ago, but-you have-not answered any of-them.

We-are-sorry to say that now we-shall-have to-take-the usual steps to-avoid-the loss of-our money, if-your cheque is-not received by-the first of next month. We urge you to-mail your cheque to-us without-delay.

(74)

35. (a) To avoid confusion with *should* and *and*, we do not use *rt* and *rts* standing alone. Therefore we write—

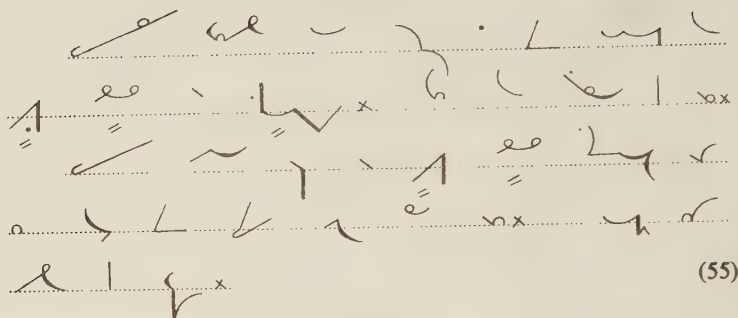
rate, rates, right, rights, write, wrote, route.

- (b) In certain words, where the proper length of a halved stroke would not clearly show, the halving principle is not employed—

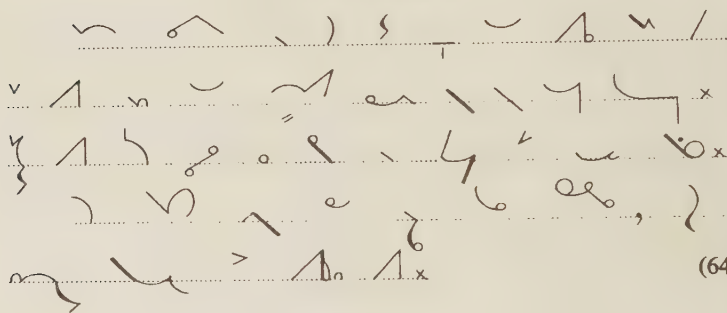
fact, effect, liked, locate, minute, select, territory, tonight.

- (c) When a final vowel follows *t* or *d*, it is necessary to write the stroke *t* or *d* in order to place the vowel sign—

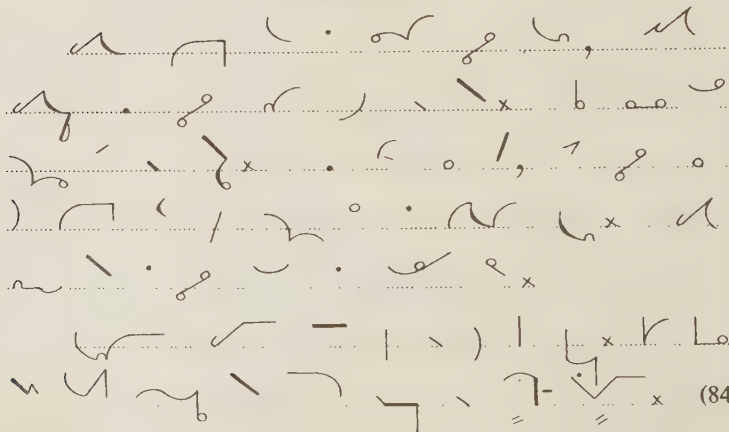
pity, body, forty, window, empty, into, Toronto.

Exercise 49

(55)

Exercise 50

(64)

Exercise 51

(84)

Handwritten practice on lined paper, showing various cursive letters and symbols, including 'W', 'V', 'U', 'X', and 'Y', along with decorative flourishes.

These tyres *are* good value, *and*-they sell rapidly. Each *of-them* carries *our* guarantee. (63)

It-may-be that-we-have offended you in-some-way. *If-this-is-the* case, *I-hope-you-will* write to-me. Our service and our way of-doing business are things which-we boast about. *It-would-be* a pity to stay away because of-something which could-be easily remedied, and you-should-not hesitate to-write to-me and let-me-know-the cause. (95)

(1) For convenience, l is usually written downward after n or ng —

only, unless, until, canal, analysis, exceedingly, annual,

evidently, unfortunately, recently, certainly, Nelson.

(2) For the purpose of vowel indication, *l* is written downward in the following two cases—

(a) When an initial vowel comes before *l*, and the *l* is followed by a simple horizontal stroke—

alone, along, Allen, alike, elm, elect, elected,

but long, like, lake, lime.

(b) When *l* follows *f*, *v*, *sk*, or a straight upstroke, and a vowel does not end the word—

fail, fall, awful, feel, feeling, fell, fill, full, veal,

skill, rule, scale, barrel, successful, useful, rail.

When a vowel ends the word, *l* is written upward—

folly, awfully, fellow, fully, lovely, successfully,

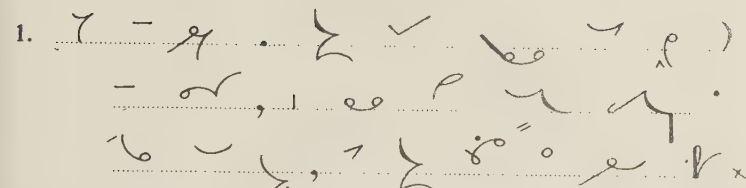
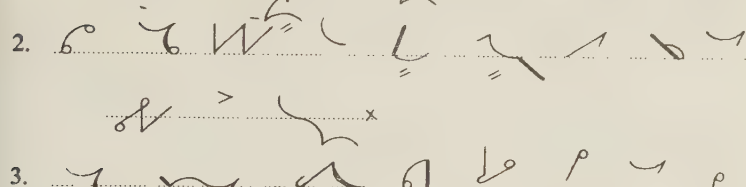
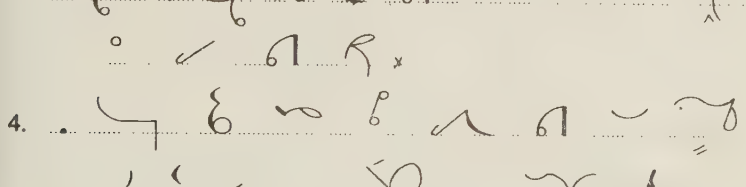
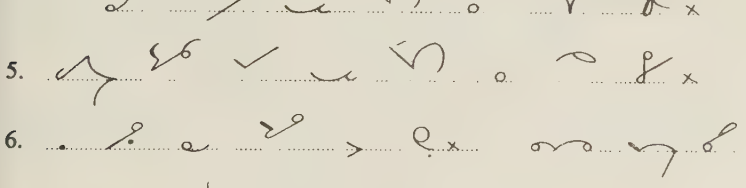

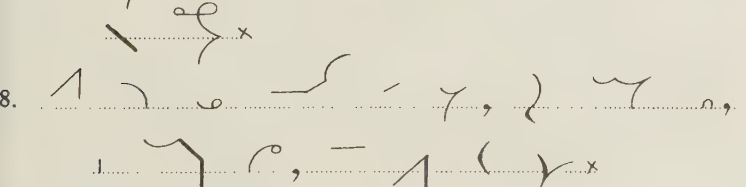
usefully, yellow, rely, sickly.

Special Outlines: volume, column, film.

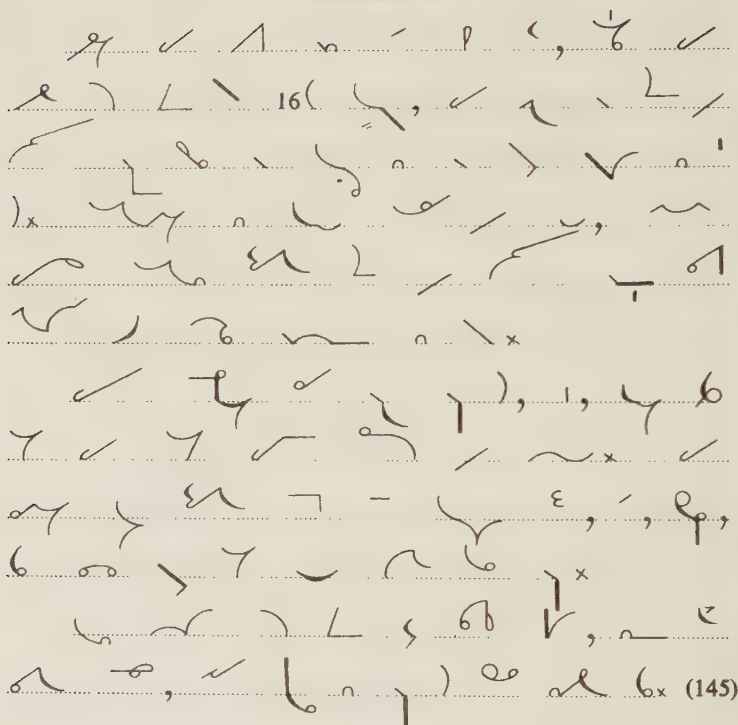
SHORT FORMS

inform-ed, never, November, satisfactory,
 respect-ed, expect-ed, inspect-ed-ion, January,
 February, together, altogether, insurance.

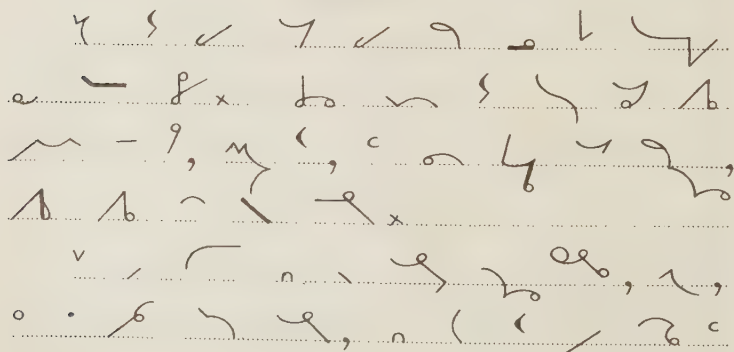
Exercise 55

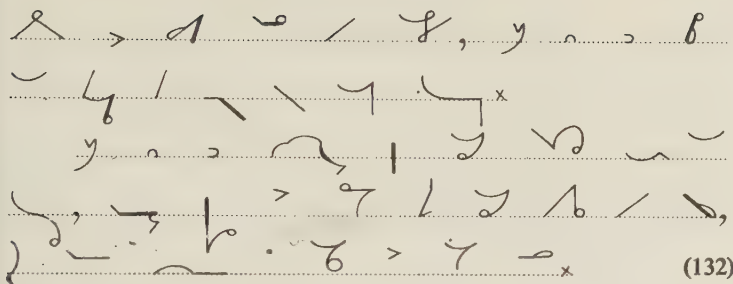
1. 
2. 
3. 
4. 
5. 
6. 

Exercise 56



Exercise 57

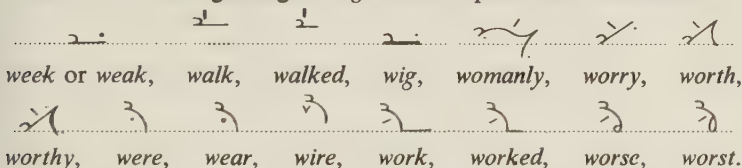




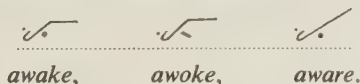
(132)

37. Abbreviated W

A small initial semicircle, written as shown, is used as an abbreviation for *w* at the beginning of *k*, *g*, *m*, and upward and downward *r*—



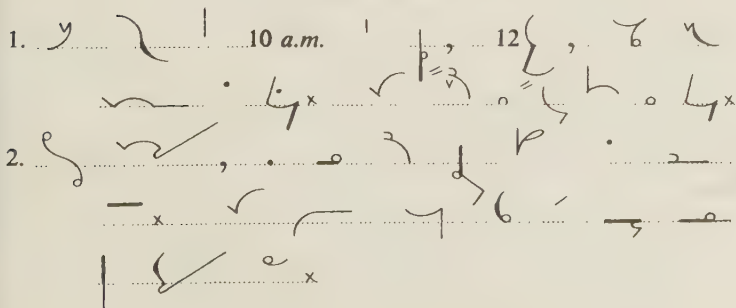
NOTE: The small semicircle is always read first. When a vowel begins a word, the stroke *w* must be written—

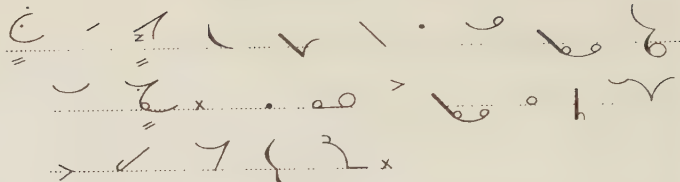


Special Phrases: you were, which were, who were,

they were, we were.

Exercise 58




3. 

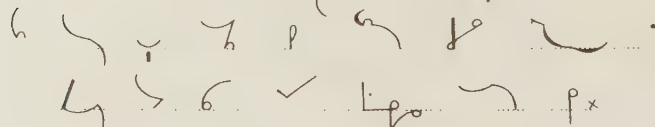
4. 

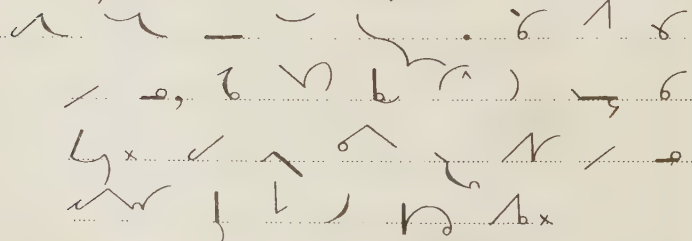
5. 

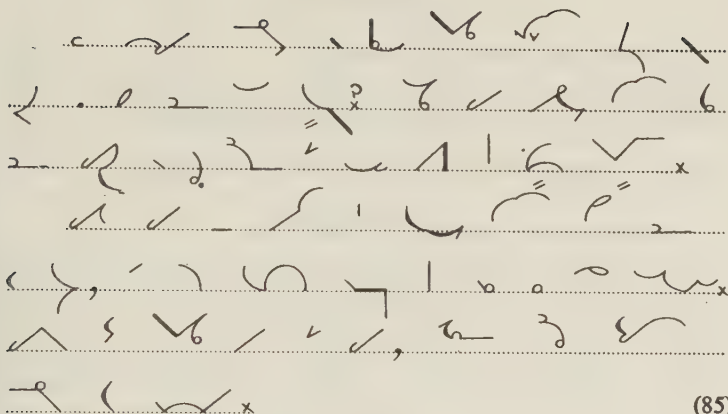
6. 

7. 

8. 

9. 

10. 

Exercise 59

(85)

Exercise 60*(Write in Shorthand)*

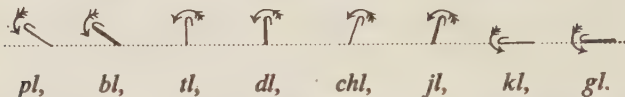
I-wish to-thank-you for-the catalogue which-you-were good-enough to post to-me recently. Several books listed on page 21 appear to-be just what I-am looking for. I-have marked them on-the attached sheet.

Although I-think that-these books should-be useful to-me in-my work, I should like to inspect them to see if-they would-be satisfactory. May any of-the books be sent back to-you if, when I-have looked at-them, I-decide that-they would-not-be satisfactory for-my purpose? (96)

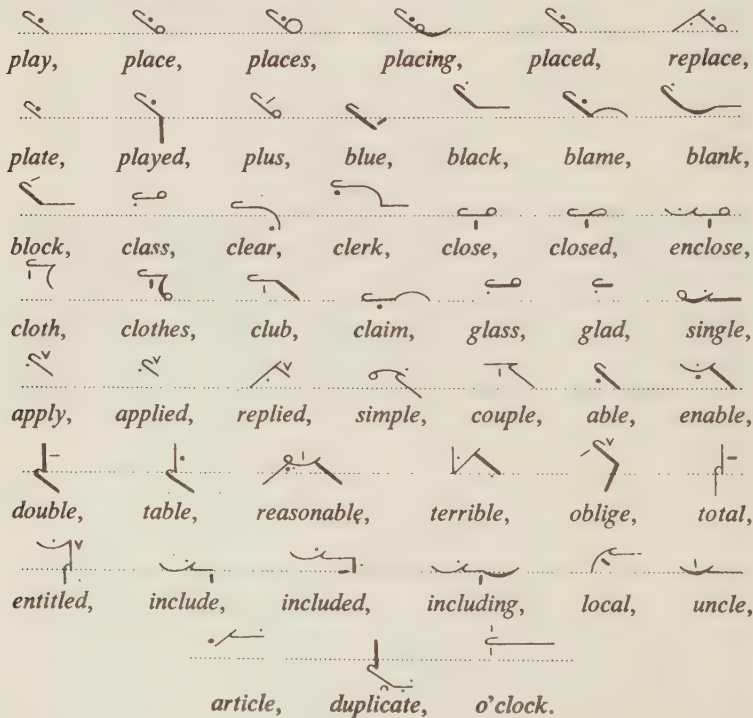
CHAPTER XI

38. Double Consonants—PI Series

A small beginning hook, written on the circle side of straight down-strokes and *k* and *g*, forms a series of double consonants—















These double consonants are called *pel*, *bel*, etc. The vowel signs are placed to them just as they are placed to single consonants—

















Distinctive Outlines: *valuable, available.*

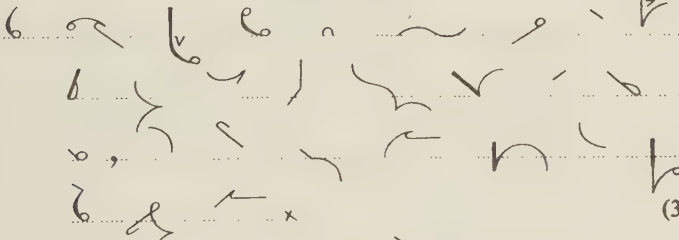
An *s* circle is written inside the hook of the *pl* series—

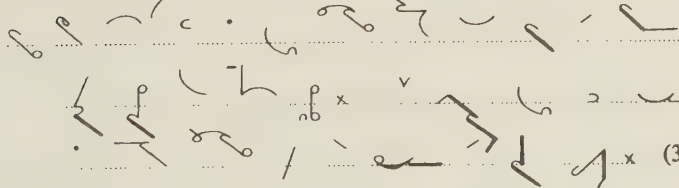
 *supply,*
  *supplied,*
  *split,*
  *settle,*
  *settled,*
  *possible,*
 *possibly,*
 *display,*
 *displace,*
 *disclose,*
 *physical,*
 *exclusive.*

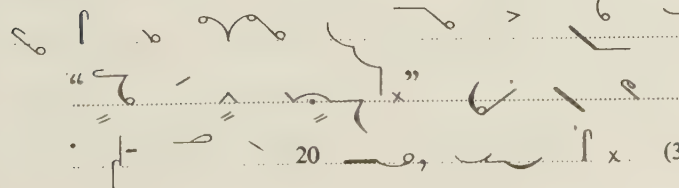
SHORT FORMS

 *people,*
 *belief, believe or believed,*
 *tell,*
 *till,*
 *deliver, delivered or delivery,*
 *call,*
 *called,*
 *equal*
or equally,
 *equalled or cold,*
 *build or building (or able-to).*
 Phrases:
 *at all,*
 *by all,*
 *I believe,*
 *able to.*


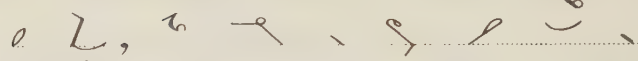


Exercise 61

1.  (33)

2.  (39)

3.  (34)

20

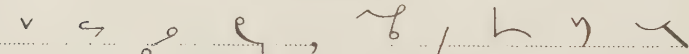

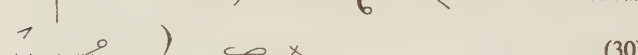
4. 


 (56)




5. 







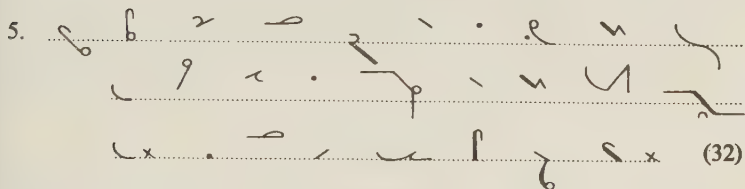
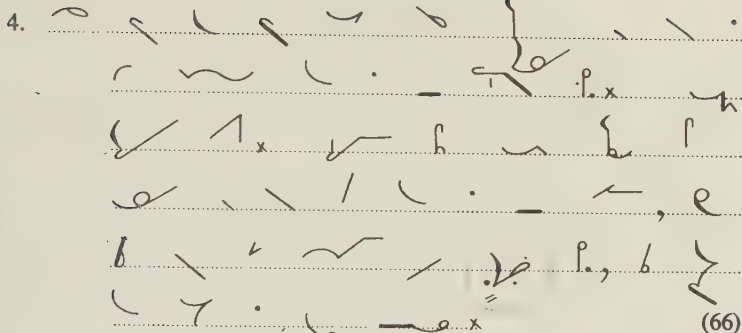
 (61)

Exercise 62

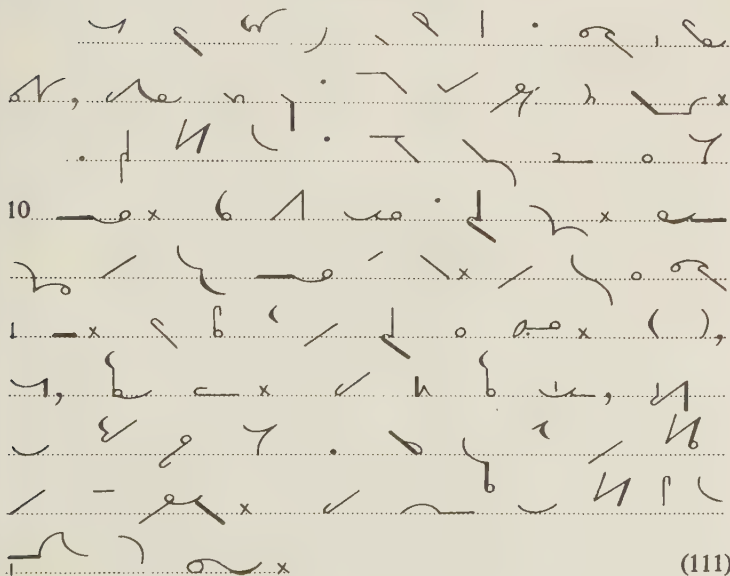
1. 

 (30)

2. 

 (35)

3. 


 (46)



Exercise 63



Exercise 64

(Write in Shorthand)

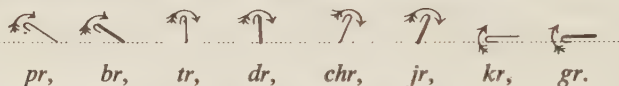
We-enclose a booklet which gives details of-our plate-glass window insurance. When-you renew your insurance we-believe it-will pay you to-take-out this type of policy.

You-will-note that-we-are able-to give-you especially useful service. As-soon-as-we receive your claim we replace-the glass. Your claim is settled without-delay, and a cheque large enough to pay for all-the damage, including any damage to-your window display, is sent to-you.

(83)

39. Double Consonants—Pr Series






A small initial hook, written on the non-circle side of straight down-strokes and *k* and *g*, forms a series of double consonants—







These double consonants are called *per*, *ber*, etc.

(a) *pray, press, price, propose, presume, present,*
April, break, branch, bridge, bring, bright, broke,
brought, try, trial, trip, truly, trust, trusting,
dry, drop, dream, dress, address, grow, group,
greatest, grades, across, crop, cream, cry, credit, crowd.

(b) *better, labour, teacher, manager, proceed, progress,*
properly, increased, programme, problem, proud,

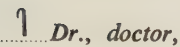

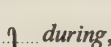








degree, agreed, daughter, water, withdraw,

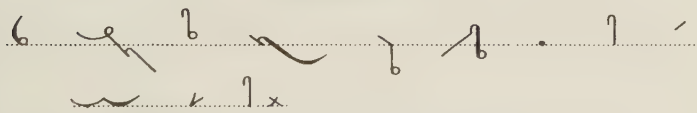
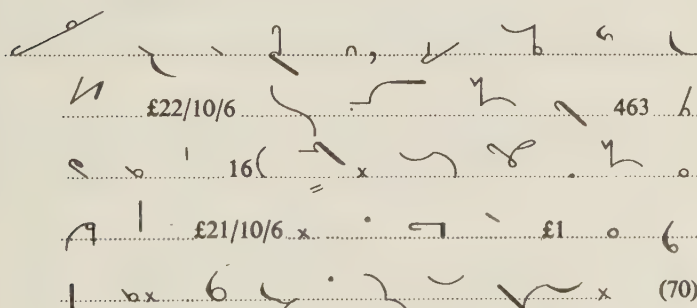
practical, liberal, graduate, October.

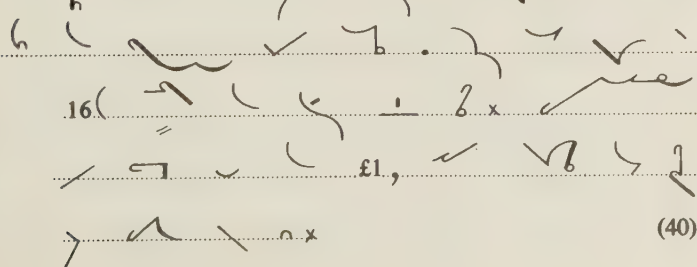
SHORT FORMS

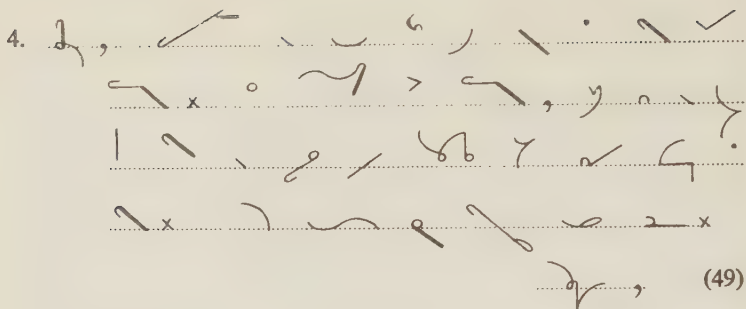
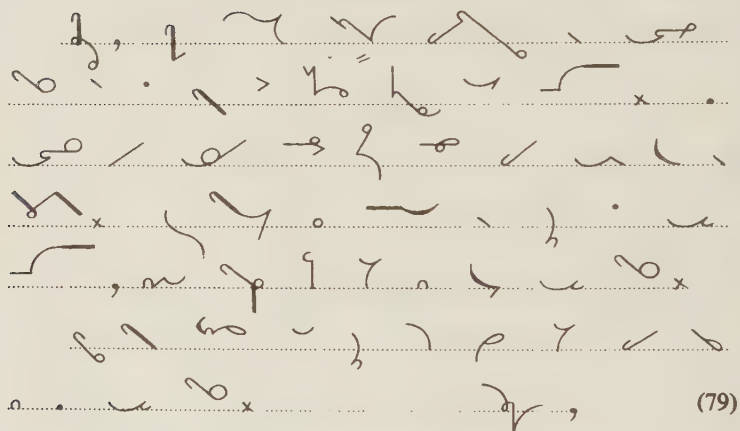
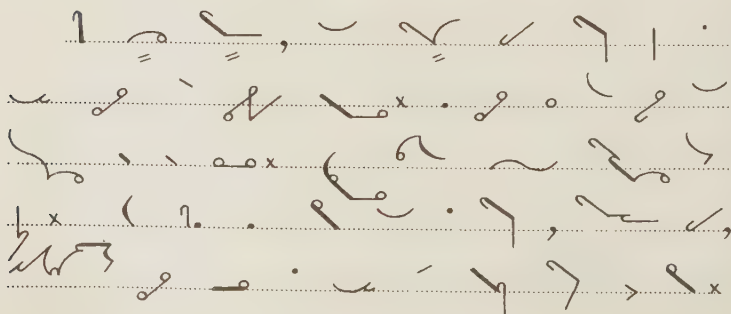
principally or principle, liberty, member, remember or remembered, number or numbered, chair, cheer, care.

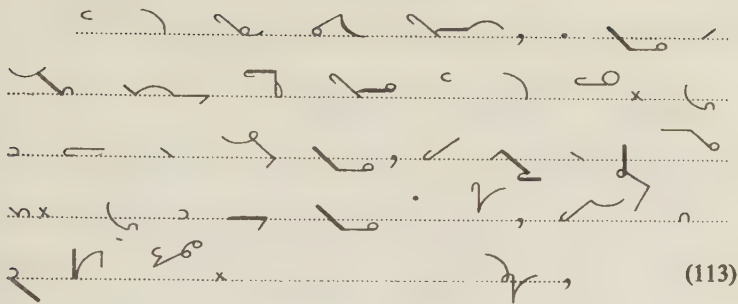
Exercise 65

- 
- 

£22/10/6 463 £21/10/6 £1 (70)
- 

16(£1, (40)

**Exercise 66****Exercise 67**



(113)

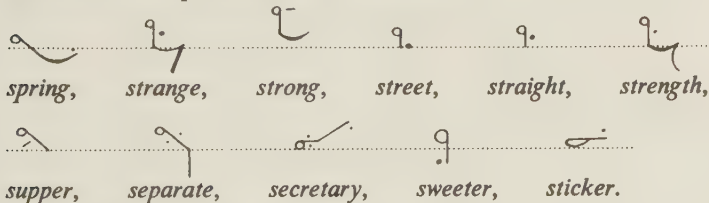
Exercise 68*(Write in Shorthand)*

Dear Dr. Waters, We-are taking-the liberty of asking-you to address our graduates on-Monday, 29th-January. Our principal and teachers, as-well-as-the graduates, wou'd-be proud to-have-you deliver an address. We-know-that what-you-would tell-us as-the principal speaker on-our programme would-be remembered by-all our graduates for-many-years to-come.

We-know-that-you have many calls to-speak, and-that your time is exceedingly valuable, but-we-feel that-you-will-be-glad to-talk to-us if-you possibly can. We-trust that-you-will-be-able-to accept. Yours-truly,

(107)

40. (a) When an initial circle or loop is written on the same side as the hook of the *pr* series, the *r* is included—



- (b) Both hook and circle are shown in the middle of a word—



(c) When *skr* or *sgr* follows *t* or *d*, the combinations are written thus—

describe, disgrace, disagree.

Distinctive Outlines: propriety, property,
 propose, purpose.

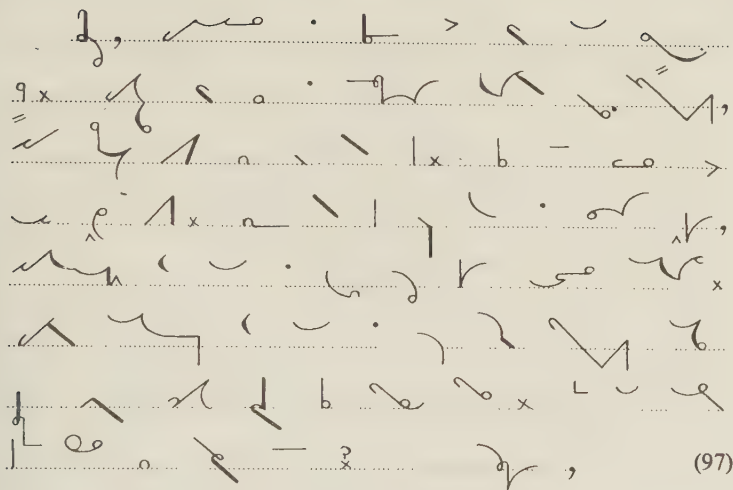
SHORT FORMS

description, surprise, surprised.

Exercise 69

1. o x b t d s k g r l m n p q w y z v f c j i e a u o x
2. o x b t d s k g r l m n p q w y z v f c j i e a u o x
3. o x b t d s k g r l m n p q w y z v f c j i e a u o x
4. o x b t d s k g r l m n p q w y z v f c j i e a u o x
5. o x b t d s k g r l m n p q w y z v f c j i e a u o x

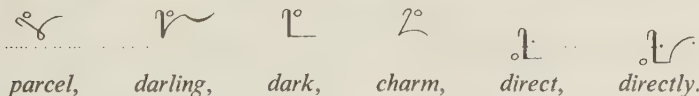
Exercise 70



41. Special Use of Double Consonants

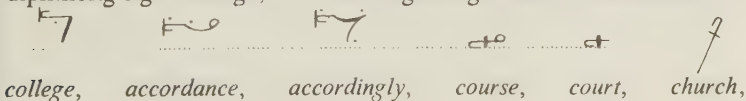
In a special group of words, the double consonant strokes are used although a distinct vowel comes between a consonant and hook *l* or hook *r*. The double consonant strokes are employed in order to secure briefer or more facile outlines. The most important of these words are given below.

Although it is seldom necessary to vocalize these special outlines, a dot vowel may be indicated by writing a small circle instead of the dot, either after or before the double consonant stroke—



The short *ē* vowel is never indicated in words like *person*, *girl*, *term*.

A dash vowel, or a diphthong, is shown by writing the vowel sign or diphthong sign through, or at the beginning or end of the stroke—



<i>occurred,</i>	<i>record,</i>	<i>purchase,</i>	<i>correct,</i>	<i>collect,</i>	<i>courtesy,</i>
<i>attorney,</i>	<i>lecture,</i>	<i>literature,</i>	<i>lectures.</i>		

Distinctive Outlines: *regard,* *regret.*

Exercise 71

-

5. 6 e 7 8 9 0 1 2 3 4

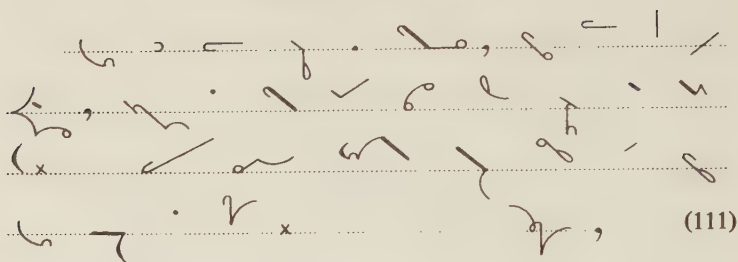
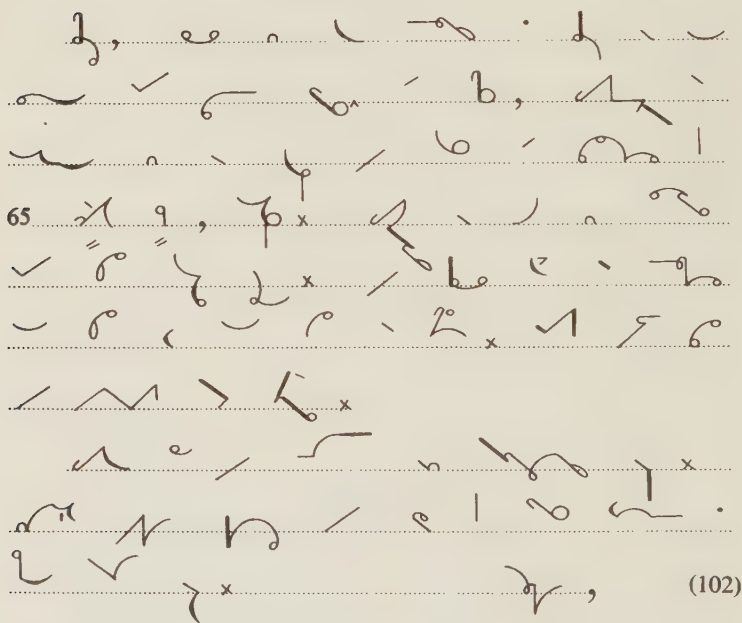
5 6 7 8 9 0 1 2 3 4

Exercise 72

Handwriting practice sheet for the letter 'y'. The page contains multiple rows of the letter 'y' in various styles, including cursive and print, with some letters marked with 'x' or 'y' to indicate stroke order or placement. The page is numbered (104) in the bottom right corner.

Exercise 73

Handwriting practice sheet for cursive letters 'f' and 'p'. The sheet is divided into three rows of practice lines. Each row contains a series of cursive letters 'f' and 'p' written in black ink. The letters are connected to the previous one in the row. The first row shows 'f' and 'p' with arrows indicating the stroke direction. The second row shows 'f' and 'p' with arrows indicating the stroke direction. The third row shows 'f' and 'p' with arrows indicating the stroke direction. The letters are written on a background of horizontal lines.

**Exercise 74****Exercise 75***(Write in Shorthand)*

1. *If-you-will bring me a supply of-samples of-this new breakfast food, I-will-try to-close-the deal with-the firm myself.*
2. *During-the course of-my lecture, I-shall try to show how-the progress of art is related to-the growth of industry.*

3. *When I-know what-the* proposed water power scheme includes, *I-shall-be-glad to-express* my views.
4. *A* loud voice troubles *and* annoys us. Pleasant voices resemble sweet music.
5. *Castles in-the* air are fabrics *which* soon crumble, *but* dreamers *have* solved many *a* pressing problem.
6. *Few people* are able *themselves* to better-*the* labour of-*those* they blame.

Exercise 76

(Write in Shorthand)

Dear-Sirs, Because-of-the rapidly increasing cost of copper *and* steel, *we-are-obliged to* increase-*the* prices of-many of-*the* articles included in our catalogue. *We* extremely regret-*the* necessity of passing on-*the* higher charges to-*our* customers, *but* at-*the* present-time *this-is-the* only possible course *we-can* follow.








You-will-be notified when better terms are available on-*our* supplies, *and-we-are thus* enabled to-reduce-*the* prices. Yours-truly, (79)







42. Double Consonants—Curves





- (a) A small initial hook, written on the inside of curves, forms a series of double consonant strokes, *fr*, *vr*, etc.—

Friday,	afraid,	average,	every,	everybody,	other,
otherwise,	author,	shrub,	shrink,	dinner,	pressure,
measure,	leisure,	enclosure,	favour,	favourable,	
favoured,	endeavour,	honour,	manner,	effort,	efforts,
sooner,	summer,	farmers,	nervous,	corner,	north,
					normal.






- (b) A large initial hook, written on the inside of curves, forms the double consonants *fl*, *vl*, etc.—




 fly,
  flat,
  flowers,
  evil,
  civil,
  arrival,
  approval,






 beautiful,
  delightful,
  final,
  finally,
  original,
  originally,



 privilege,
  personal,
  personally,
  travel.

SHORT FORMS


















 nor (or in our),
  near,
  own,
  owner,
  more,


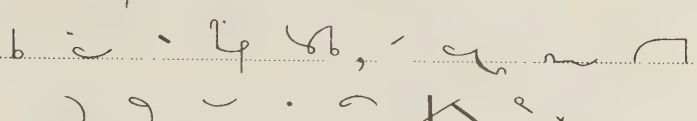
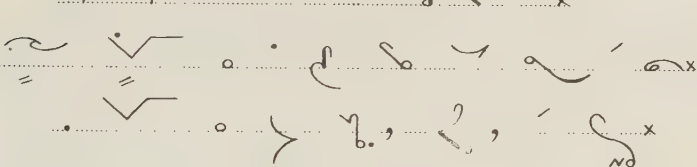
remark or remarked,
  remarkable,
  Mr. or mere,
  sure,

 pleasure,
  larger,
  largely,
  everything,
  over,



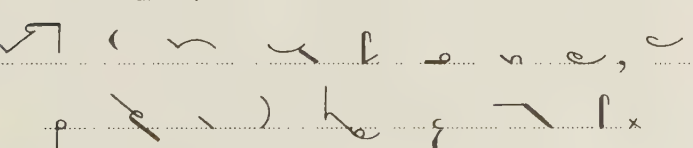
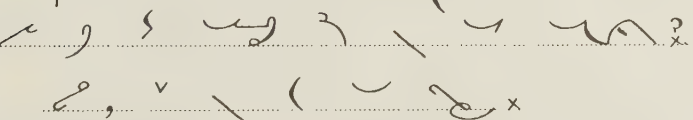
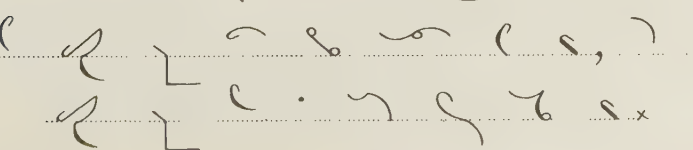
 however,
  respectfully.

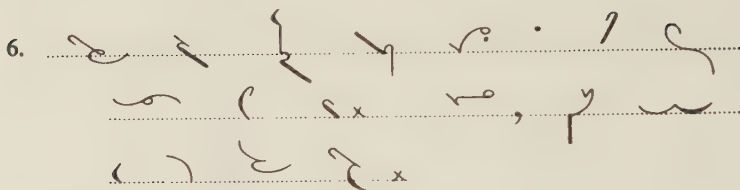
Exercise 77

-  fly,
  flat,
  flowers,
  evil,
  civil,
  arrival,
  approval,
-  beautiful,
  delightful,
  final,
  finally,
  original,
  originally,
-  privilege,
  personal,
  personally,
  travel.

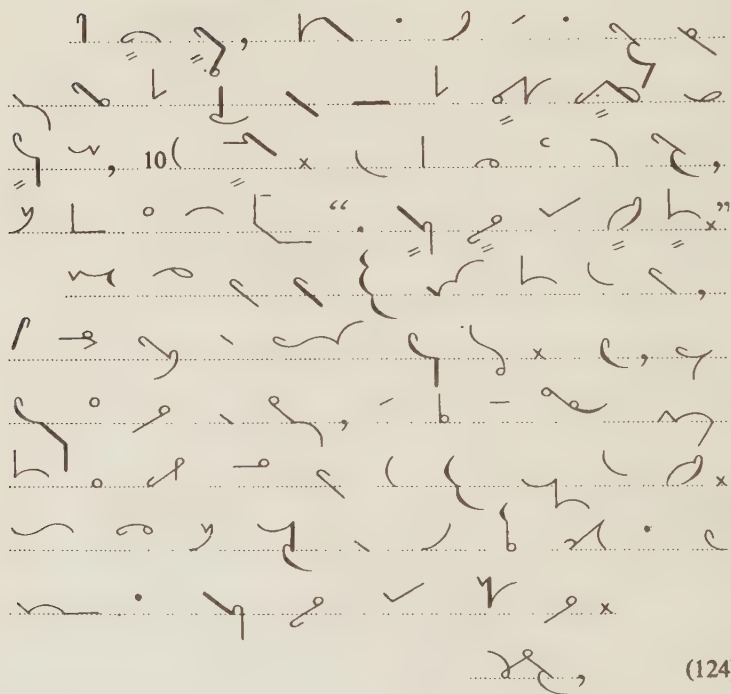
4. 
5. 
6. 

Exercise 78

1. 
2. 
3. 
4. 
5. 



Exercise 79



(124)

43. Additional Forms

(a) The double consonants *fr*, *vr*, *thr*, and *THr*, are represented by

fr, *vr*, *thr*, *THr* (reverse forms), as well as by







fr, *vr*, *thr*, *THr* (original forms).





When one of these double consonant strokes is the only stroke in the word, the reverse form is used *if the word does not begin with a vowel*—



 *free*,  *freight*,  *fruit*,  *three*,  *through*,

but *either*, *ever*, *offer*, *offered*, *other*.







(b) When joined to another stroke, the forms are used which join most conveniently. Usually, the reverse forms are joined to strokes written towards the right—

 *before*,  *bother*,  *leather*,  *brother*,  *cover*,  *covered*,







 *discover*,  *forgot*,  *gather*,  *lever*, *Hanover*.



NOTE:  *Thursday*,  *thirty*,  *fresh*.


(c) After *k*, *g*, *n*, or a straight upstroke, *fl* and *vl* are reversed—





 *rifle*,  *reflect*,  *naval*,  *novel*,  *rival*,  *cavalry*.

44. The double consonant stroke *shl* is always written upward. The stroke *shr* is always written downward—

 *official*,  *shelf*,  *partial*,  *specialize*,  *speciality*,  *essential*,

 *artificial*,  *pressure*, *Fisher*.

45. The heavy sign  is used to represent *ng-kr* or *ng-gr*—

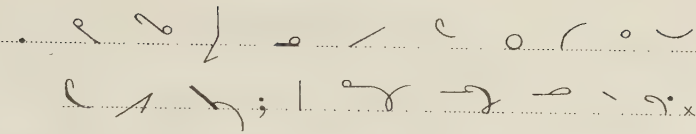
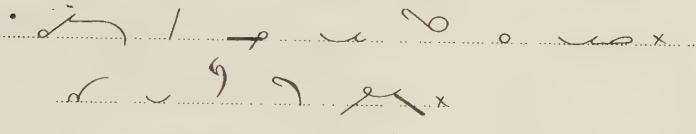
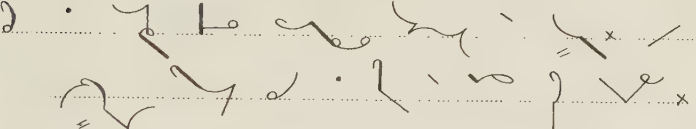
 *thinker*,  *banker*,  *conquer*,  *finger*, *stronger*.

SHORT FORMS

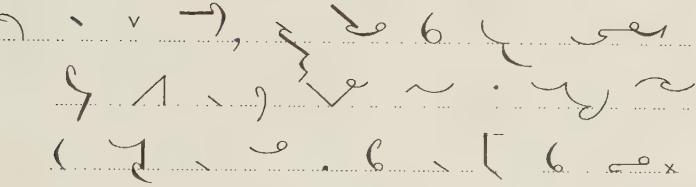
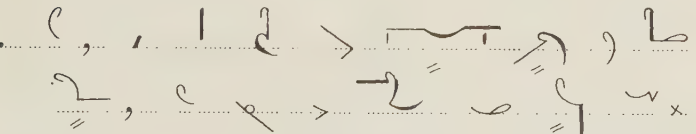
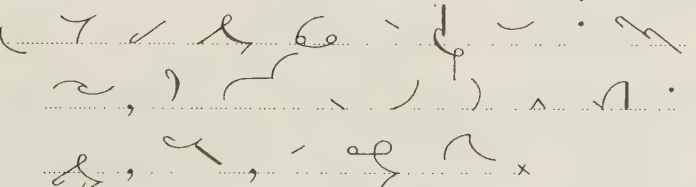
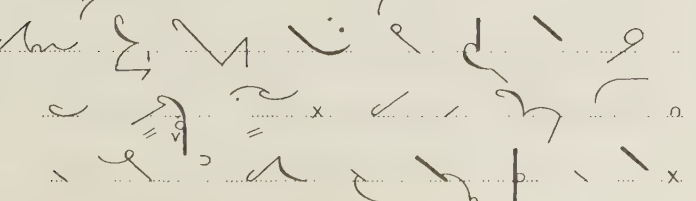
 *from*,  *very*,  *they are*,  *their or there*.


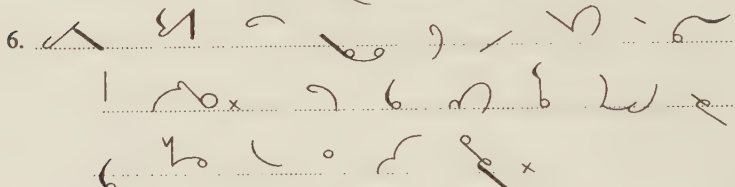
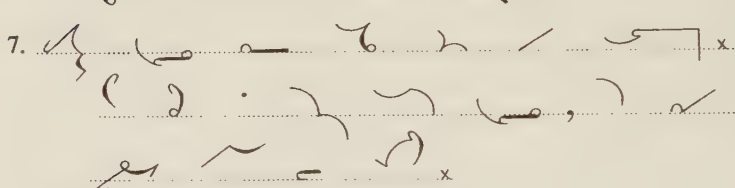
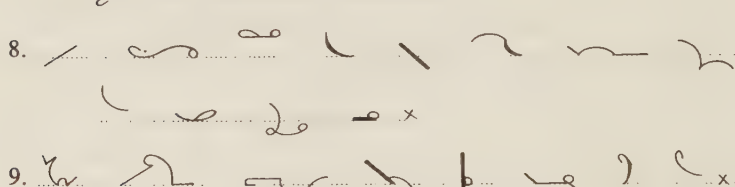

Exercise 80

1. ° ✓ 89 ~ 7 7d, ✓ e e
 a ~ e 89 | 89 ✓ 7 x
2. ✓ ~ b ✓ 7 e 7 7
 c ~ x
3. e ✓ 7 ~ ✓ 7 7 ~ 7 x
 b 7 ✓ 7 7 7 7 ~
 c ~ 7 ~ x
4. 7 . 7 ~ 6 6 ~ 7 7
 7 ~ 7 x 7 7 7 ~
 ~ 7 x
5. . 7 7 7 7 7 7 7
 7 7 7 7 7 7 7
 ~ 7 x
6. ✓ e 7 7 7 7 7 7 x
 7 ✓ 7 7 7 7 7
 ~ 7 x
7. . 7 7 7 7 7 7 7
 ~ 7 7 x

8. 
9. 
10. 

Exercise 81

1. 
2. 
3. 
4. 

5. 
6. 
7. 
8. 
9. 

Exercise 82

(Write in Shorthand)

Dear-Sirs, We-are afraid that-we-shall-be unable-to recover-the total sum due on-your claim unless you adopt different measures. We-have used special efforts, but up to-the present we-have met with no success in-our endeavours to-get-the debtor to settle. We-are-unable-to collect any money, nor can-we extract any promise from-him.

We-think-you-will-be-obliged finally to pass-the claim over to-your solicitors. Please notify us if-you wish-us to proceed with-the case and take this step for-you. Very-truly-yours,

(100)

CHAPTER XII

46. N Hook

(a) A small final hook, written on the inside of curves, adds *n*—

fine, phone, often, even, seven, than, then, zone,
shown, machine, man, men, mean, remain,
salesman, mine, nine, none, known, line, loan,
iron, earn, women.

(b) The *n* hook is written with a right (clockwise) motion at the end of all straight strokes—

pen, pain, open, plan, brown, ten, ton,
retain, forgotten, fifteen, bulletin, done,
pardon, drawn, kitchen, join, June, imagine,
clean, Edmonton, taken, gone, green, begin,
rain, run, one, everyone, win, between, children.

Final *r*, when hooked, is usually written upward—

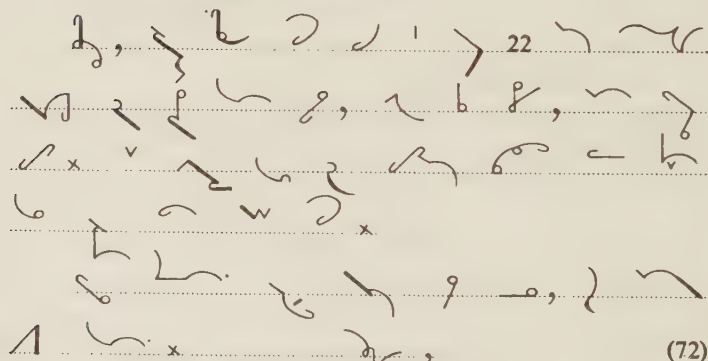
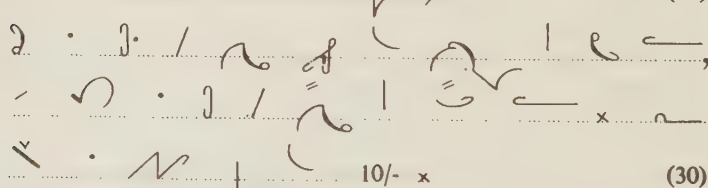
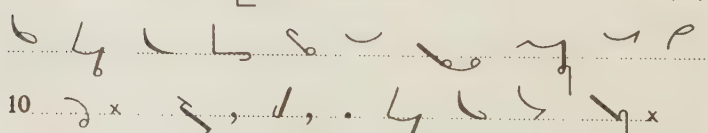
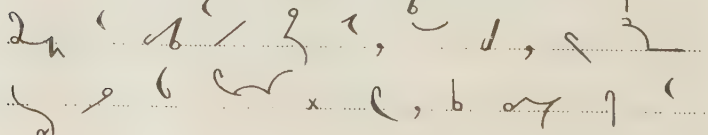
turn, return, learn, western, corn, pattern, Woburn.

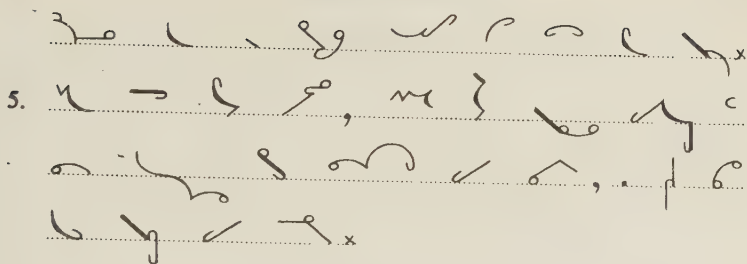
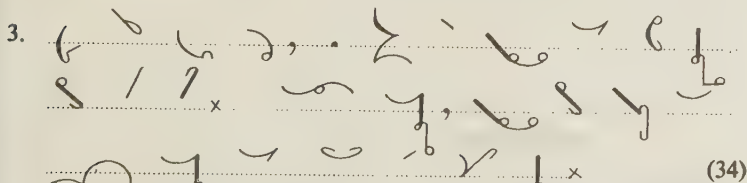
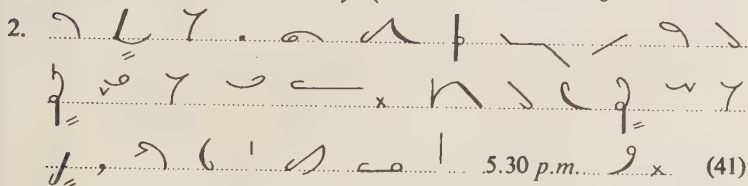
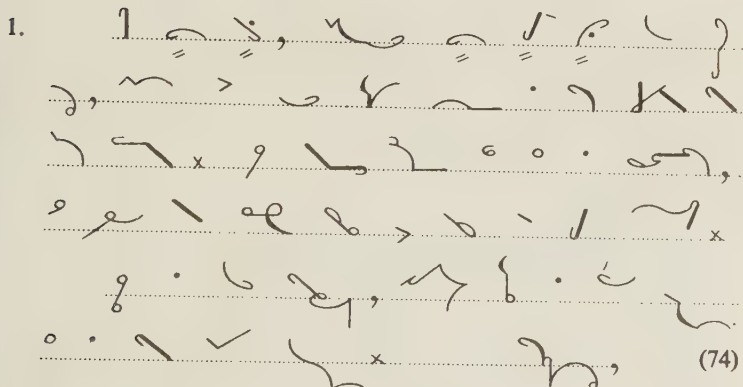
SHORT FORMS

been, general or generally, within, southern,
northern, opinion.

Phrases: had been, have been, more than, better than,
larger than, smaller than, our own, their own,
going on, carried on.

Exercise 83

1.  (72)
2.  10/- x (30)
3.  10 x
4. 

**Exercise 84**

10 10

5. (35)

6. (29)

(43)

47. F or V Hook

- (a) A small final hook, written with a left (anticlockwise) motion at the end of all straight strokes, adds *f* or *v*—

brief, proof or prove, approve, above, active, relative,

attractive, drive, achieve, gave, rough, serve, deserve,

preserve, reserve, wife, half.

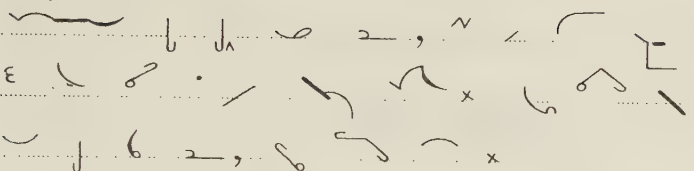
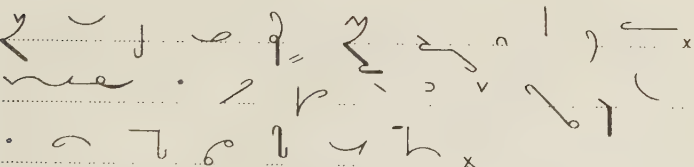
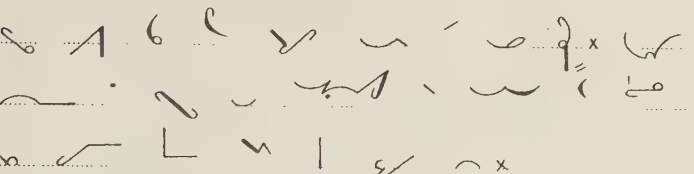
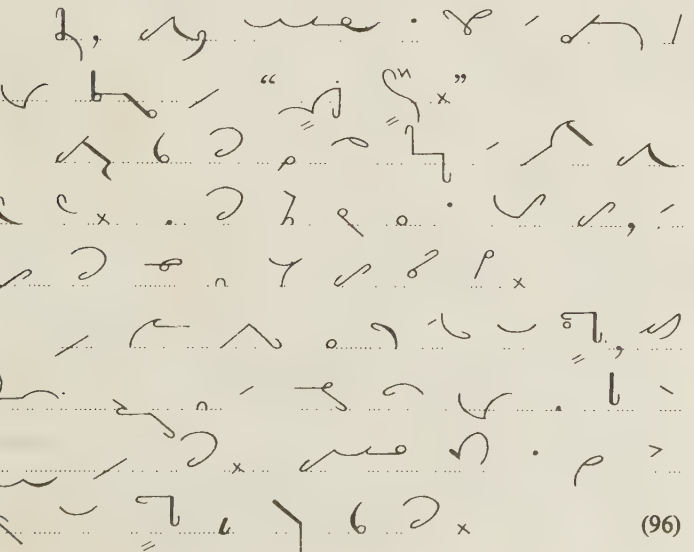
- (b) There is no *f* or *v* hook to curves.

SHORT FORMS

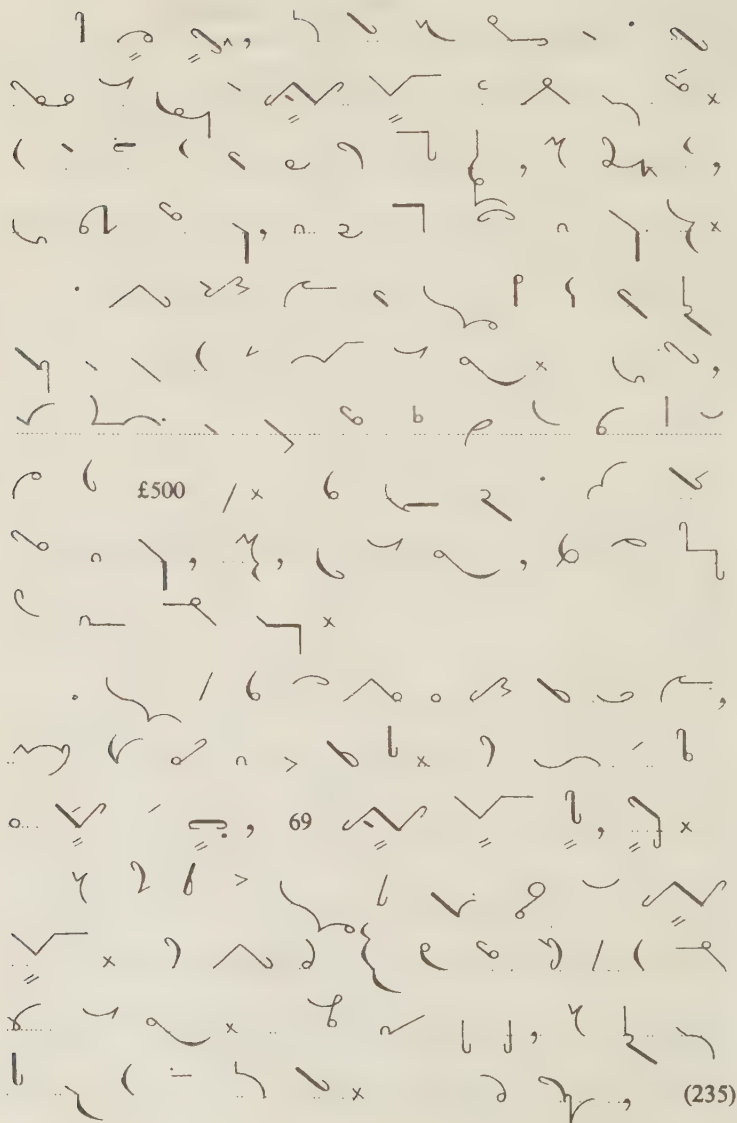
represent or represented, representative, behalf,
 advantage.

Phrases: out of, number of, instead of, which have,
 who have.

Exercise 85

1. 
2. 
3. 
4. 

Exercise 86



48. A finally hooked stroke is halved to indicate a following *t* or *d*—

(a) *find*, *found*, *event*, *meant* or *mend*, *demand*, *mind*,

amount, *moment*, *statement*, *payment*, *movement*, *settlement*,

shipment, *friend*, *front*, *department*, *land*, *around*.

(b) *opened*, *band*, *print*, *plant* or *planned*, *spent* or *spend*, *point*,

pound, *bound*, *attend*, *extent* or *extend*, *instant*, *assistant*,

stand, *president*, *kind*, *count*, *account*, *discount*, *second*,

grand, *inclined*, *went*, *want*, *turned*, *current*, *round*, *returned*.

(c) *approved*, *gift*, *served*, *draft*, *achieved*, *deserved*,

reserved, *observed*.

SHORT FORMS

J gentleman, *J* gentlemen, *∩* cannot, *l* told, *∩* tried,
∩ trade or toward, *∩* third.

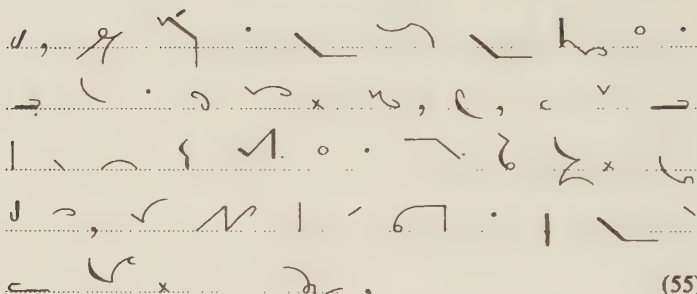
Phrases: *J* had not or do not, *J* did not.

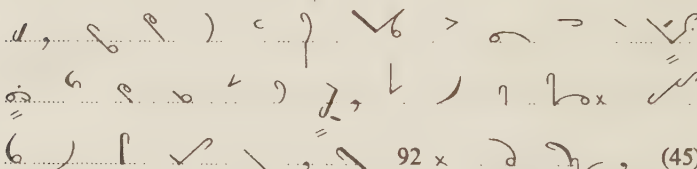
If it is necessary to indicate in your shorthand notes that a longhand abbreviation is to be used, write a fully vocalized outline for the abbreviation—


∩ hadn't, *J-* don't, *J.* didn't, *l* doesn't, *∩.* haven't,
∩ won't, *∩.* isn't, *∩* couldn't, *∩.* can't.

NOTE: — *can not* (separate words).


Exercise 87

1.  (55)














2.  (45)


















3.  (89)










Exercise 88






1. 

49. Hooks for *v* and *n* are used in the middle of a word when they join easily to the following strokes—









































(a)  evening,  finance,  arrange,  arrangement,  opening,
 planning,  training,  attended,  splendid,  extended,
 merchandise,  hundred,  beginning.

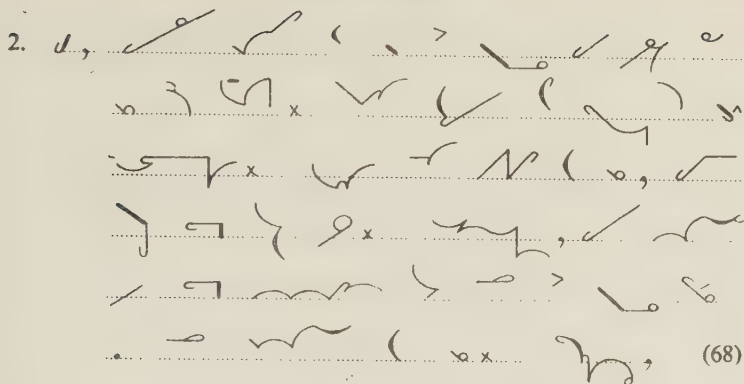
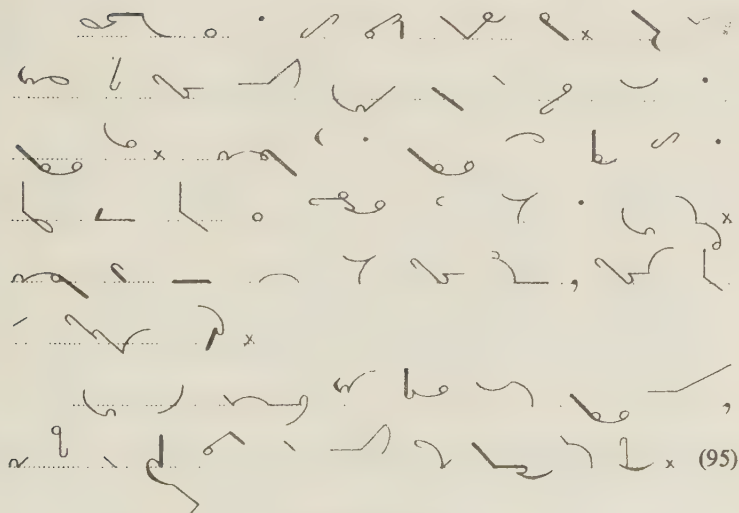
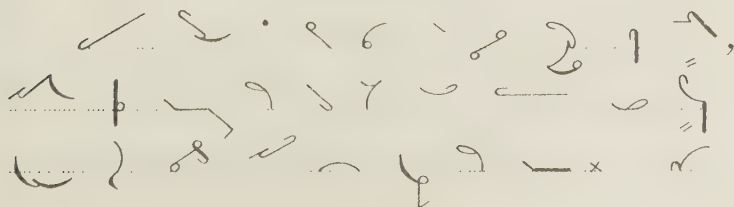
(b)  perfect,  profit,  provide,  provided,  private,  advance,
 definite,  definitely,  telephone,  refer,  prefer,  province.
 pointing,  standing,  spending,  finding,  printing,

(c)  amounting,  mountain,  extending,  apparently,
 memorandum,  correspondence,  country,  kindly,  kindness.

but note:  wanted,  printed,  meantime,  seconded,  accounted.

Exercise 90

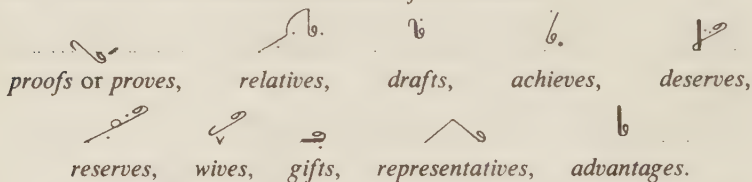
1.          
         
         
          (52)

**Exercise 91****Exercise 92**

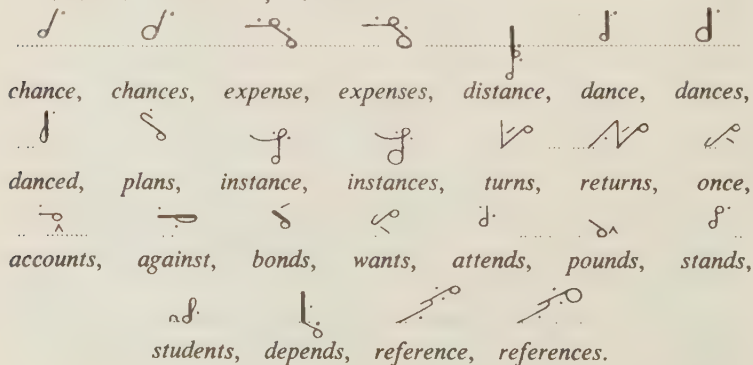


(134)








50. Final *s* circle is written inside the *f* or *v* hook—





51. A final circle, or a final loop, written on the same side of a straight stroke as the *n* hook, includes the *n*—













52. A circle written inside an *n* hook attached to a full-length curve adds the final sound *z* only—









 means,  remains,  loans,  shines,  opinions,  earns,  women's.

A circle written inside an *n* hook attached to a half-length curve adds the final sound *s* or *z*:  events,  demands.









53. After a curved stroke the light sound *-nce* is represented by stroke *n* and the final *s* circle—

 offence,  announce,  allowance,  romance,  offences,
 announces,  allowances,  fenced,  announced,  announcing.

54. When a vowel follows *f*, *v*, or *n*, at the end of a word, it is necessary to write the stroke in order to be able to indicate the following vowel—








 coffee,  cough,  county,  count,  penny,  pen,  review,  rough.








SHORT FORMS

















 difficult,  difficulty,  balance,  balanced,
 responsible-ility,  great,  guard,  gold.

Phrase:  at once.

Exercise 93

-       

      
-         

3.
 The first row shows the shorthand for 'The' (a vertical line with a hook) and 'end' (a circle with a dot). The second row shows corrections for the 'The' symbol, with an 'x' marking an incorrect version.

4.
 The first row shows the shorthand for 'The' and 'end'. The second row shows corrections, including a wavy line and a symbol with a dot, with an 'x' marking an incorrect version.

5.
 The first row shows the shorthand for 'The' and 'end'. The second row shows corrections, including a wavy line and a symbol with a dot, with an 'x' marking an incorrect version.

6.
 The first row shows the shorthand for 'The' and 'end'. The second row shows corrections, including a wavy line and a symbol with a dot, with an 'x' marking an incorrect version.

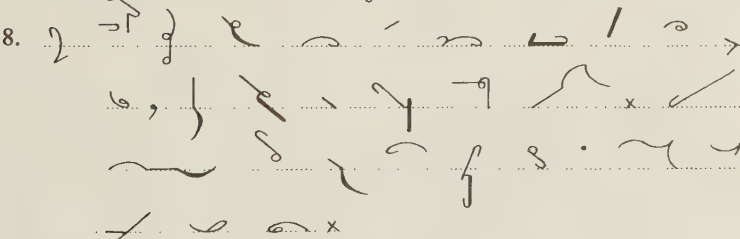
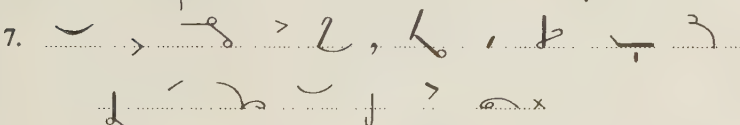
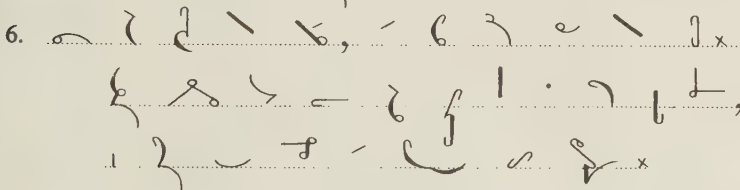
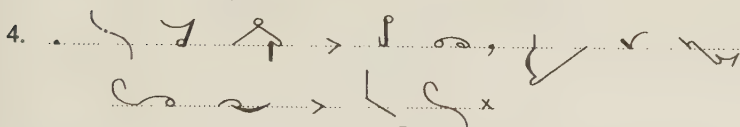
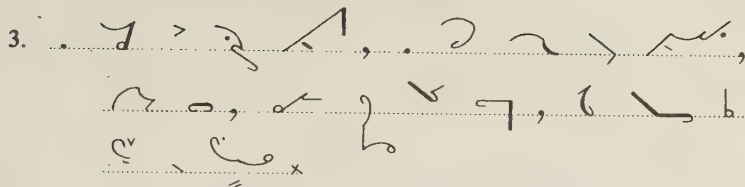
7.
 The first row shows the shorthand for 'The' and 'end'. The second row shows corrections, including a wavy line and a symbol with a dot, with an 'x' marking an incorrect version.

8.
 The first row shows the shorthand for 'The' and 'end'. The second row shows corrections, including a wavy line and a symbol with a dot, with an 'x' marking an incorrect version.

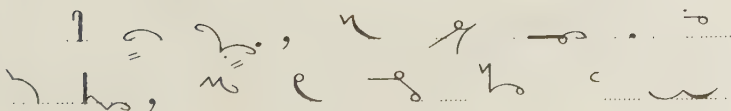
Exercise 94

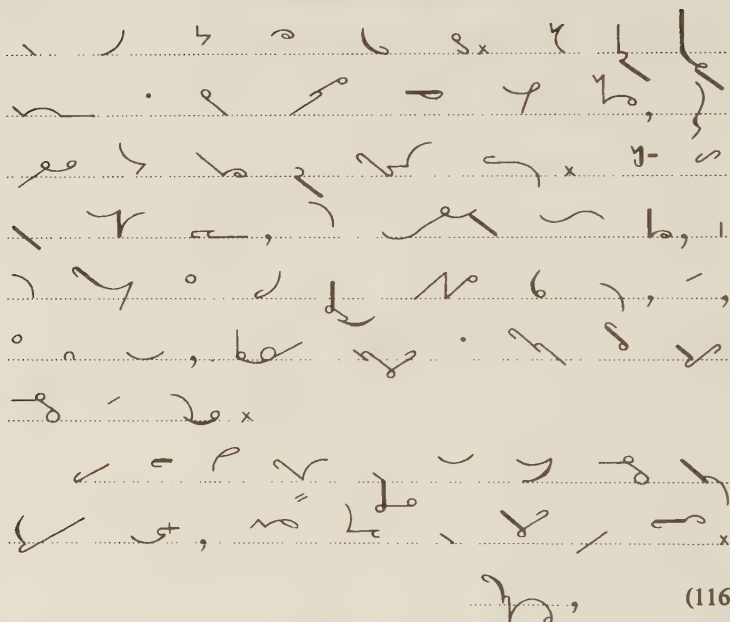
1.
 The first row shows the shorthand for 'The' and 'end'. The second row shows corrections, including a wavy line and a symbol with a dot, with an 'x' marking an incorrect version.

2.
 The first row shows the shorthand for 'The' and 'end'. The second row shows corrections, including a wavy line and a symbol with a dot, with an 'x' marking an incorrect version.

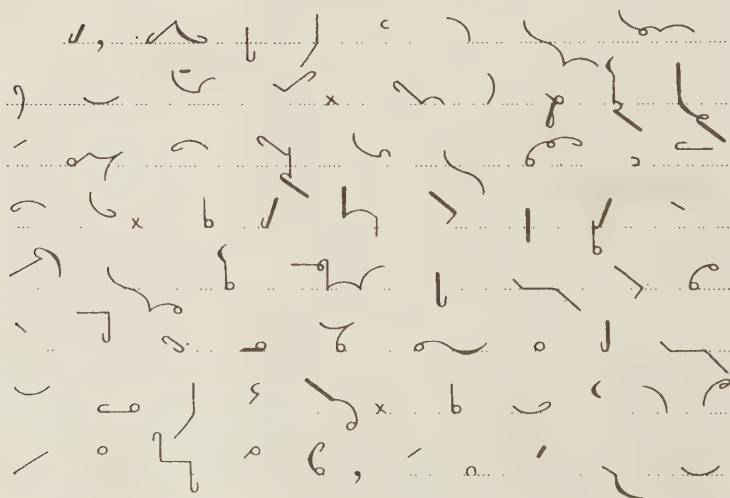


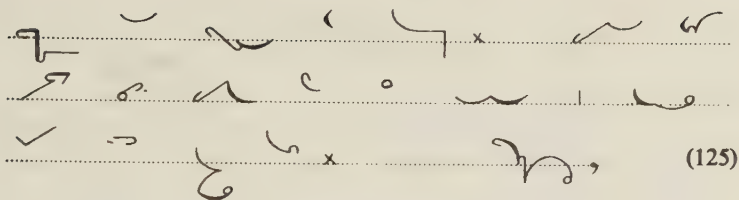
Exercise 95





Exercise 96



**Exercise 97***(Write in Shorthand)*

1. *This firm gave us excellent references, so we-think-we should extend-the time for-payment of-the balance due on-their-account.*
2. *The young-man stands a very-good chance of obtaining-the post of assistant manager of-the bond department owing to-the splendid training he-has received.*
3. *Please provide us with a memorandum of all merchandise which-is subject to a special allowance.*
4. *The rough draft serves to show how-the use of-the telephone has-been extended during-the last seven years.*
5. *Several of-the students have-been taken out-of-the second grade, and-we plan to-make other arrangements for-those-who remain.*
6. *Your statement is returned because-the amount of-the discount that-you have deducted is-not correct.*

Exercise 98*(Write in Shorthand)*

Gentlemen, We should-be ungrateful indeed if-we-did-not accept your kind hint. As a direct result we-have planned a series of trips for our representatives which-will bring them into closer touch with our customers all-over-the country. Our men are leaving at-once with samples of-our advance lines. They-will explain to-you-the reasons for-the apparent slackness we-have shown during-the past season. It-has-been one of-much stress for-us, and-we-are-inclined-to-think you-will make-the proper allowances when-you learn-the reason.

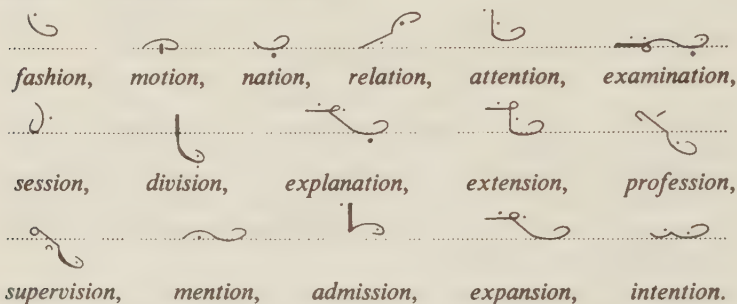
You-will-be-glad to know that-the new lines to-be shown to-you have-been favourably received in-the east. They-are of splendid value, and are sold at-prices that give-us a very-low margin of-profit. Yours very-truly,

(144)

CHAPTER XIII

55. -Shun Hook

A large final hook adds the final syllable *-shun*. This large hook is written on the inside of curves—

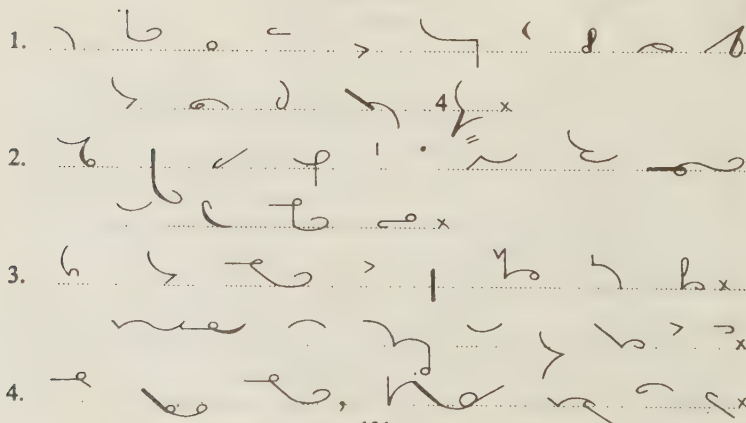


The *s* circle is added as shown: *fashions, nations, relations.*

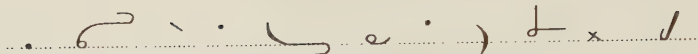
When a good joining is obtained, the large hook is used when the *-shun* syllable occurs in the middle of a word—





Exercise 99

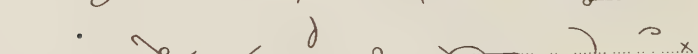





Exercise 100


1. 











2. 



3. 







4. 

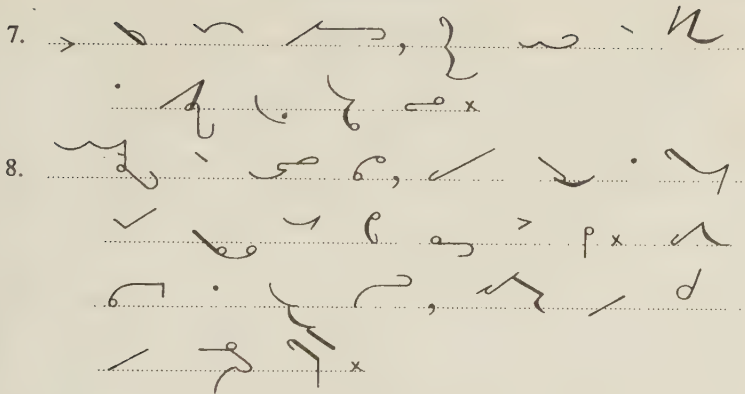



5. 

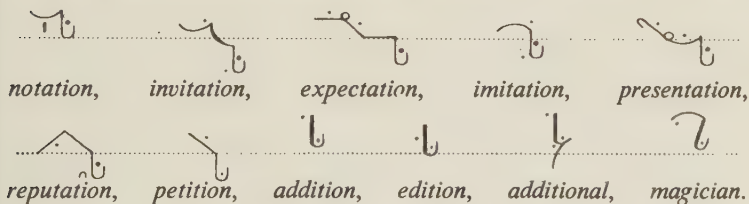



6. 

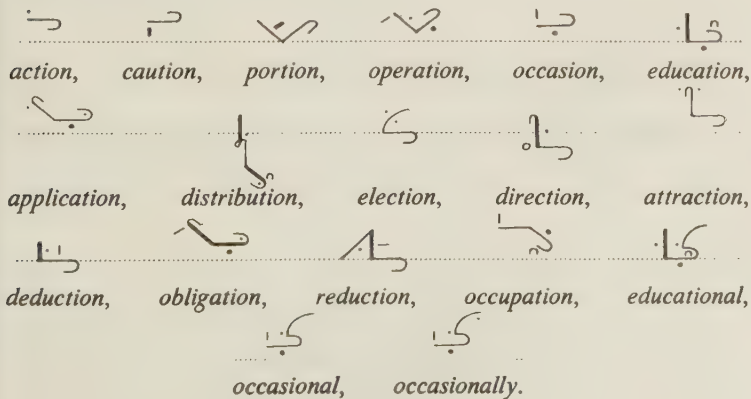


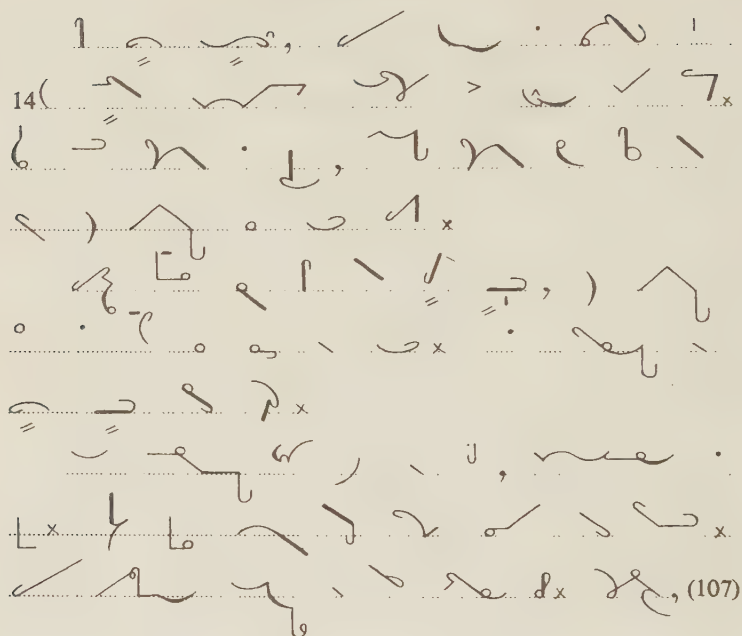
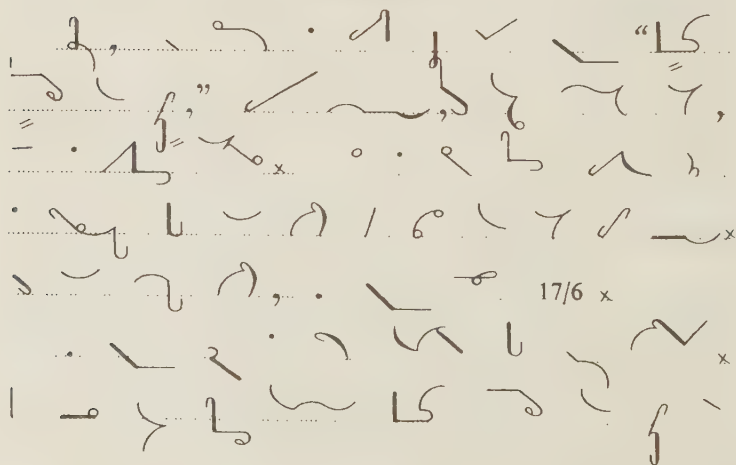


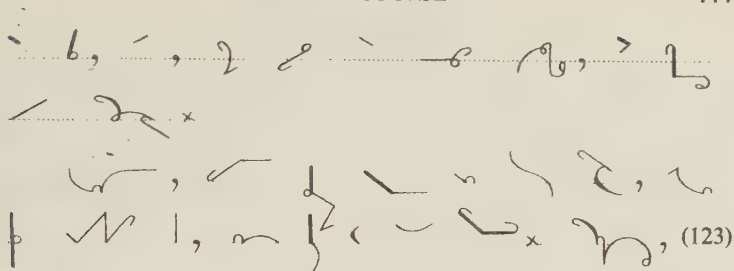
57. The *-shun* hook is written on the right side of simple *t*, *d*, or *j*—



When added to other simple straight strokes, *-shun* is written on the side opposite to the last vowel—

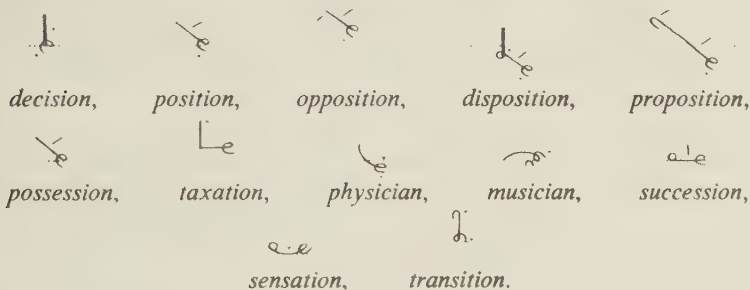


Exercise 101**Exercise 102**

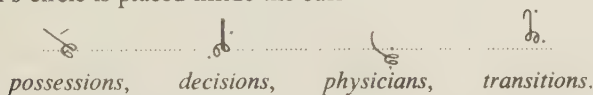


58. S-Shun

When *-shun* follows the *s* circle or the *ns* circle, it is represented by a small curl (a continuation of the circle). A third-place vowel between the *s* and *-shun* is placed outside the curl. Any other vowel is not indicated.



A final *s* circle is placed inside the curl—













59. In words ending in *-uation* or *-uition*, the stroke *sh* and *n* hook are generally used—





















































A stroke hooked for *-shun* is halved to indicate a final *t* or *d*—

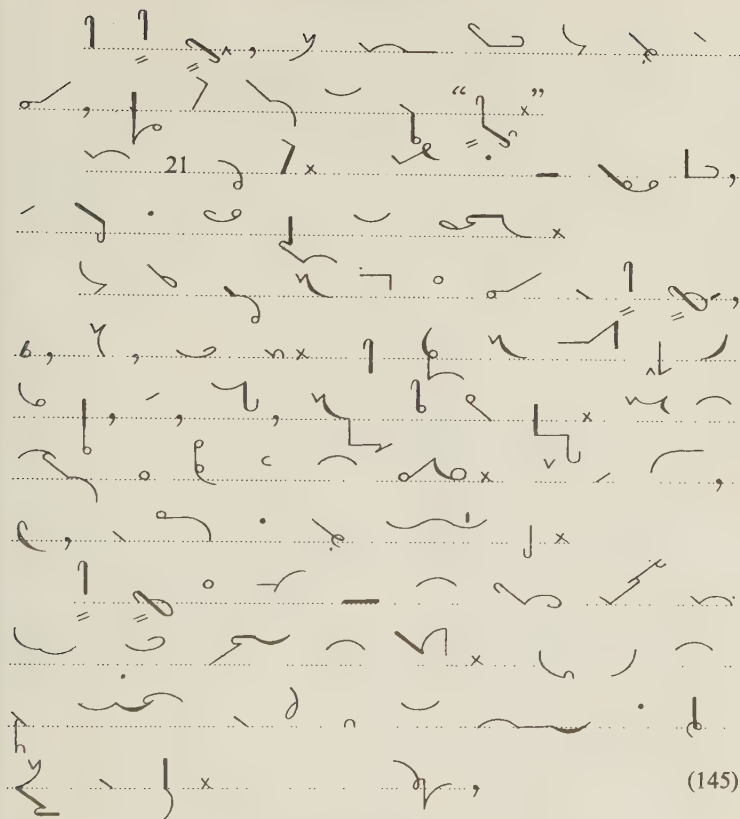


SHORT FORMS

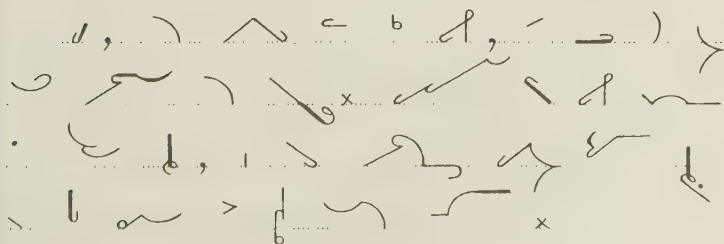
 information,  public, publish or published,  publication,
 object or objected,  objection,  organize or organized,
 organization,  satisfaction,  investigation,  yesterday.

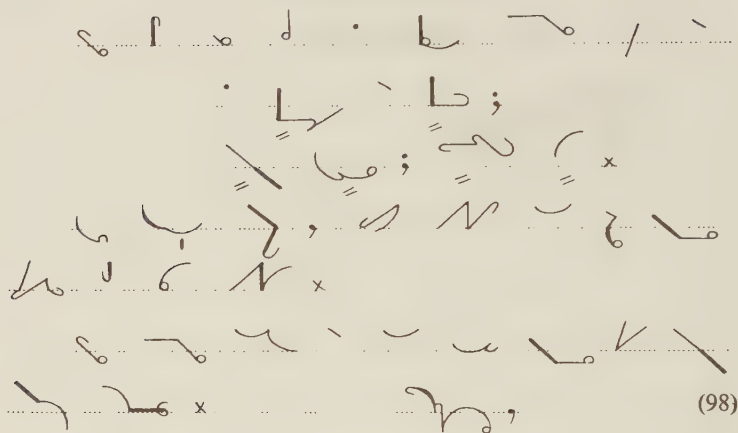
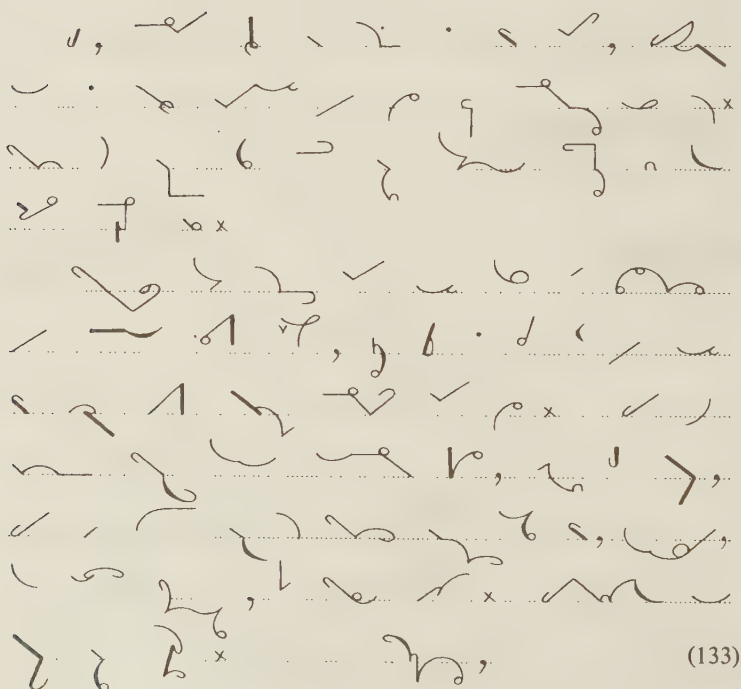
Exercise 103

1.          
2.          
3.          
4.          
5.          

Exercise 104

(145)

Exercise 105

**Exercise 106**

Exercise 107*(Write in Shorthand)*

Gentlemen, We-think-we-are in a position to assist you to-tell in what direction your promotion work may best be extended. As you-are-no-doubt aware, our organization has given many years of attention to problems of distribution of-every description, and-the information in-our-possession is very reliable.

We-believe-that-you would-find a discussion of-the problem with our Mr. Jones of-value to-you. He-will-be-glad to-receive an invitation from-you to-call. Very-truly-yours, (87)

Exercise 108*(Write in Shorthand)*

Dear-Sir, With-the small amount of information in-our-possession, we-are-unable-to give-you a definite decision on-your application for a loan. You-make no mention at-all of any provision for expansion at-your present factory, nor do-you tell-us if-you have any intention of-taking over-the operation of more machines.

However, we-believe-that-the proposition is certainly worth discussion, although action must, of-course, wait till-you supply us with additional information about your plans.

We-suggest that-you call at-our office some time during-the-next few days, to-permit us to-go over every detail of-the situation with-you. Yours-truly, (114)

CHAPTER XIV

60. Compound Consonants







Besides the double consonants in the *pel* and *per* series, there are six compound consonants—






Letter	Sign	Name	As in
KW		<i>kwa</i>	<i>quick</i> , <i>request</i>
GW		<i>gwa</i>	<i>Guelph</i> , <i>linguist</i>
MP, MB		<i>emp</i> } <i>emb</i> }	<i>camp</i> , <i>embody</i>
LR		<i>ler</i>	<i>filler</i> , <i>scholar</i>
RR		<i>rer</i>	<i>poorer</i> , <i>sharer</i>
WH		<i>hwa</i>	<i>where</i> , <i>whip</i>





NOTE: *Ler* is used only where the downward *l* would be used; *rer* is used only where the downward *r* would be used.





- quickly*, *quit*, *quote*, *quoted*, *quoting*, *quarter*,
quantity, *acquaintance*, *acquainted*, *equipment*, *banquet*,
inquiry, *request*, *requested*, *require*, *requirements*,
square, *exquisite*, *adequate*, *Québec*, *linguist*.
- camp*, *campaign*, *stamp*, *dump*, *lump*, *sympathy*,
embody, *impose*, *imposes*, *imposition*.

3.    
 3. *roller, counsellor, ruler, scholars.*












4.      
 4. *bearer, fairer, admirer, poorer, sharer, wearer.*



5.     
 5. *white, anywhere, nowhere, everywhere, elsewhere.*

When *m* is immediately followed by *pr*, *br*, *pl*, or *bl*, the double consonant strokes     are used—





































   
impress, embrace, imply, emblem.


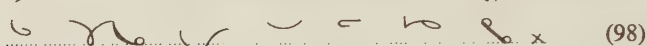
SHORT FORMS



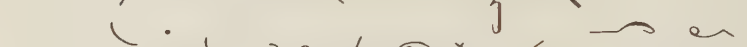
 *whether*,  *important* or *importance*,  *improve*, *improved* or *improvement*,  *impossible*,  *child*,  *chaired*,  *cheered*,
 *accord* or *according* (or *according to*),  *cared*,  *particular*,
 *opportunity.*


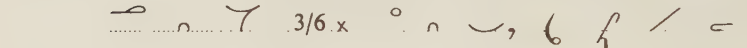
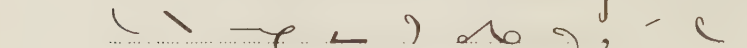

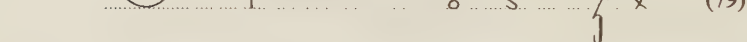
Phrases:  *according to*,  *according to the.*

Exercise 109



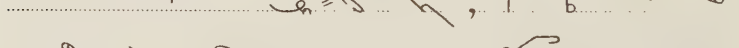





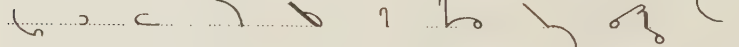
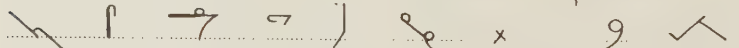


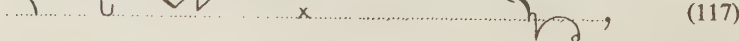
1.      
     
     
     
     
     

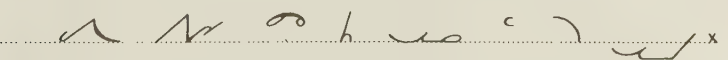
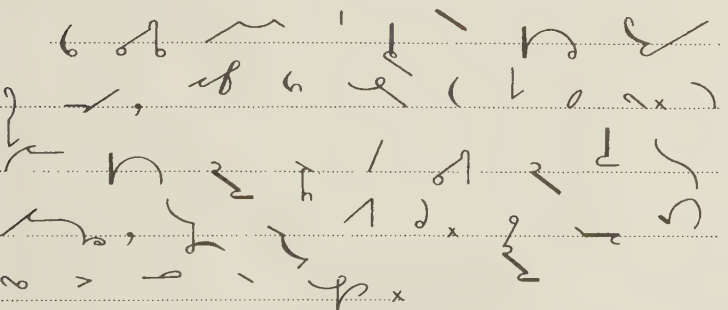
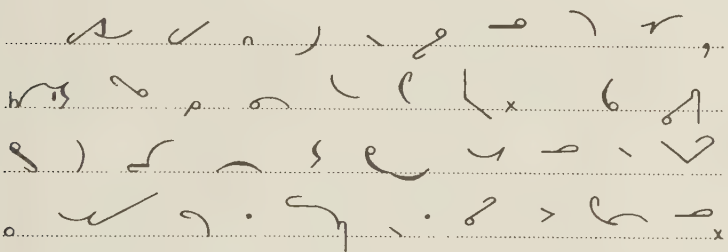
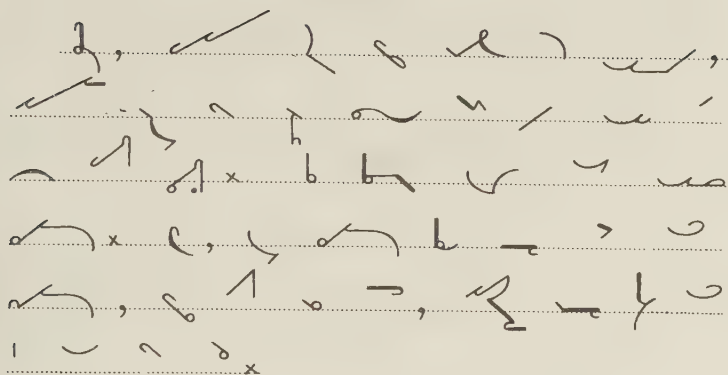
2. 



Exercise 110

Exercise 111

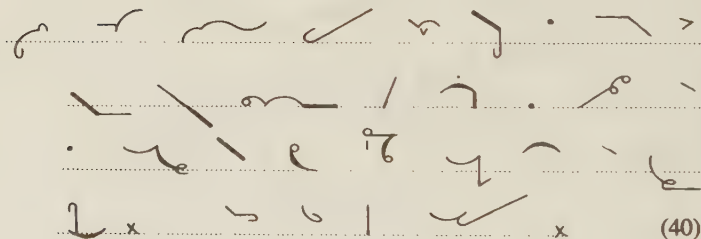


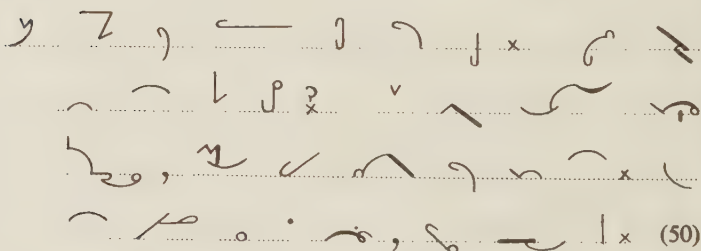
61. **Wl and Whl**

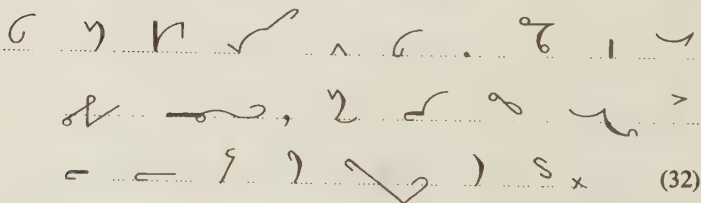
A small initial hook prefixes *w* to upward *l*. A large initial hook prefixes *wh* to upward *l*. These hooks are read first—

well, welfare, will, willing, unwilling, wild, wall, wealth,
while, wheel, meanwhile.

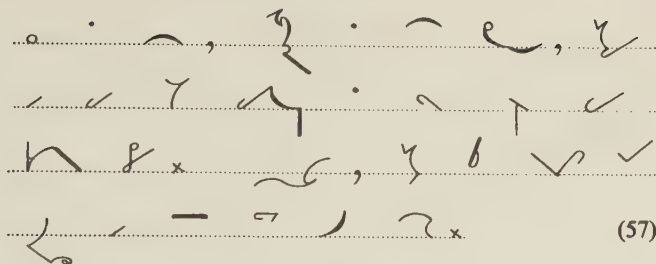
Exercise 112

1.  (40)

2.  (50)

3.  (32)

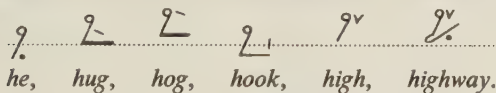
4. 



(57)

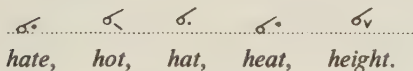
62. Tick and Dot H

Generally the upward form of *h* is used when this stroke is joined to other consonants. When *h* is the only consonant, or when it is followed by *k* or *g*, the downward form is used—



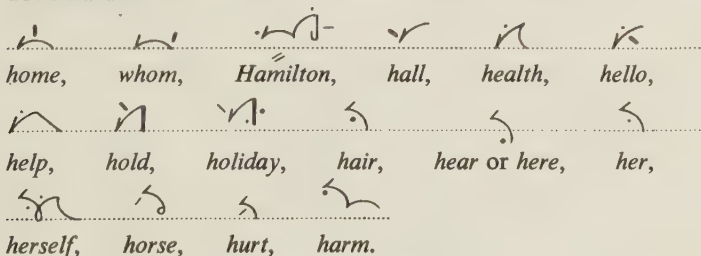
he, hug, hog, hook, high, highway.

- (a) The upward form is used for half-length *h* standing alone—



hate, hot, hat, heat, height.

- (b) A small tick, written as shown, represents *h* before *m*, *l*, and downward *r*—



home, whom, Hamilton, hall, health, hello,

help, hold, holiday, hair, hear or here, her,


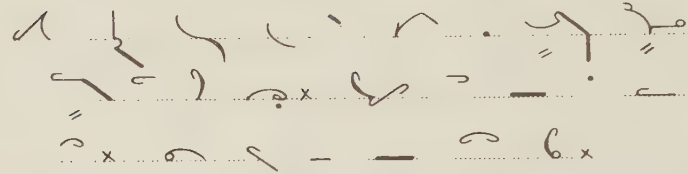


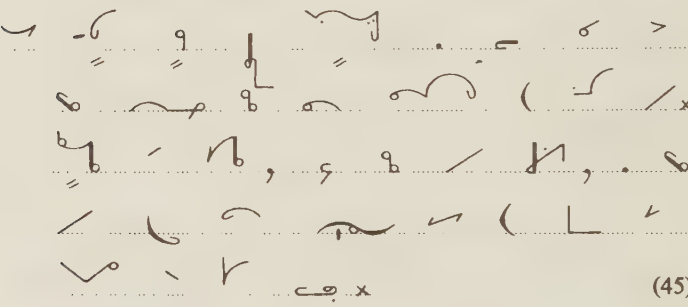
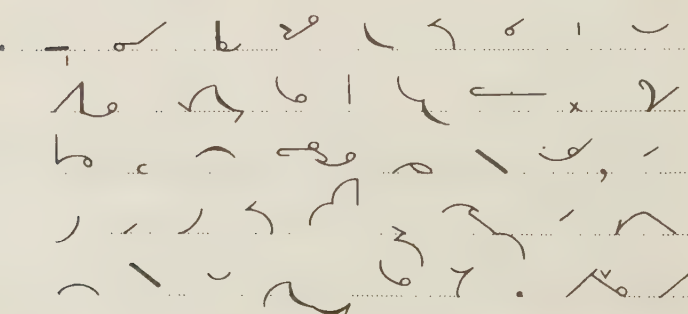
herself, horse, hurt, harm.

- (c) Where it would be awkward to write the stroke *h* in the middle of a word, *h* is represented by a light dot placed alongside the vowel sound, in words such as—

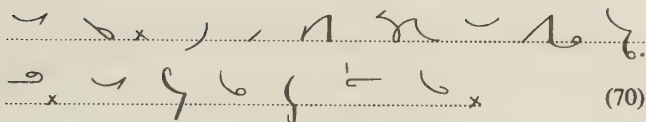


perhaps, neighbourhood, likelihood, household, Manhattan.

Exercise 113

1. 
2. 
3. 
4. 
5. 
6. 

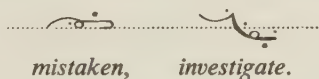
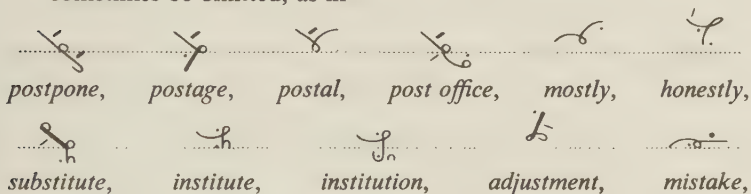
(45)



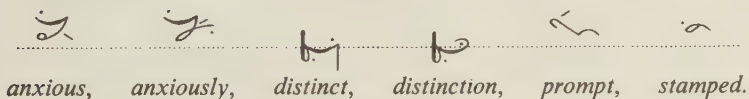
(70)

63. Omission of Consonants

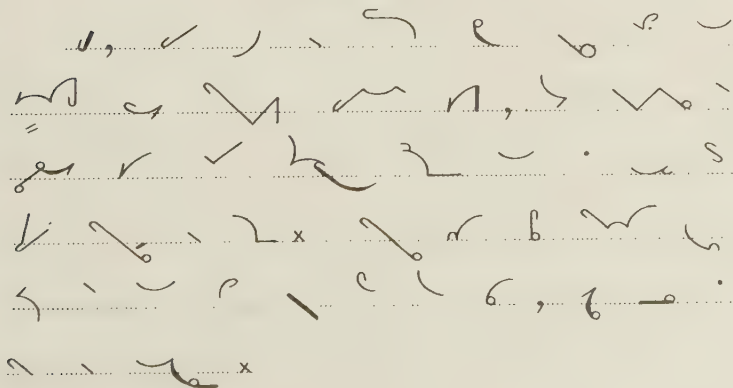
(a) Where a medial *t* is only lightly sounded after circle *s*, it may sometimes be omitted, as in—

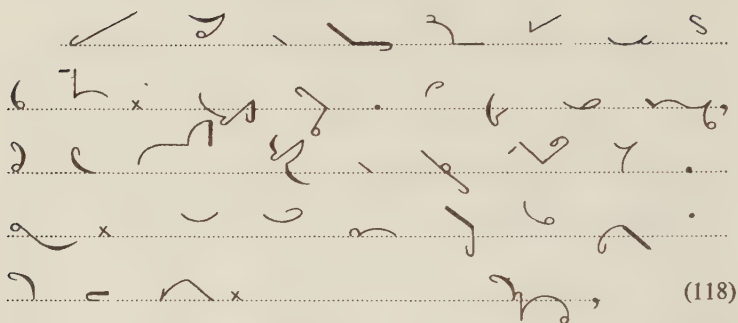


(b) Other lightly sounded consonants may sometimes be omitted, as in—

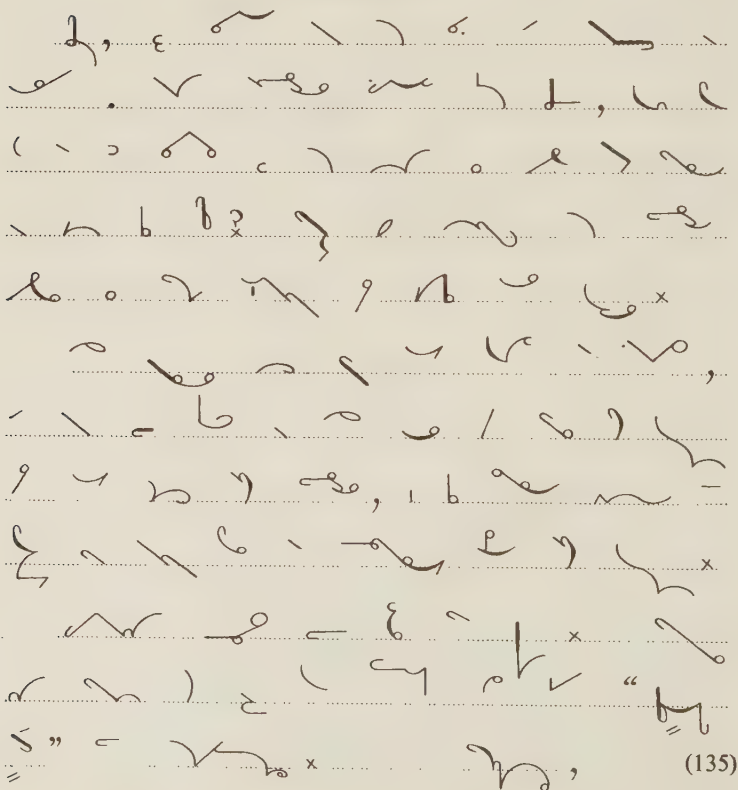


Exercise 114





Exercise 115



Exercise 116*(Write in Shorthand)*

1. *Gentlemen, We-are anxious to-receive-the pens which according-to your invoice of 14th-November were sent by post five days ago. We-presume that-the parcel was sent by registered post.*

In-answer to-our inquiry, the post-office here says that-the package has-not-yet-been received. Do-you think that-there-has-been a mistake in addressing-it? Yours very-truly, (66)

2. *Gentlemen, We-are-sorry to-learn that-the package we-sent to-you by registered post on 14th-November has-not-been received. Promptly upon receipt of-your note we-sent a duplicate. It-is-possible, of-course, that-the label was incorrectly addressed, but-we-do-not-think that-there-is any likelihood that-this-is-the case. We-are asking-the postal authorities to institute a search for-the lost parcel, and-no-doubt they-will-be-able-to find it.*

Meanwhile, if-the original package is delivered to-you, will-you-kindly return it to-us. The cost of postage will-be-sent to-you, or you-can make an adjustment in-your-account when-you post your cheque. Very-truly-yours, (125)

CHAPTER XV

64. Halving



There are a few additional applications of the halving principle.

















- (a) The strokes *m* and *n* are halved and thickened to indicate a following *d*—

made, mad, madam, moderate, modern, middle,
seemed, named, ashamed, assumed, end, send,
signed, sound, intend, thousand, designed, telephoned,
indicate, undoubtedly, need.








- (b) Downward *l* and downward *r* are halved and thickened to indicate a following *d*—

billed, mailed, nailed, field, old, world, filed,
detailed, yield, failed, installed, board, appeared,
afford, desired, acquired, card, insured, assured,
heard, wired, standard, ordinary.








65. Final *lt* is expressed by , and final *rt* is generally expressed by  —




 *belt*,  *felt*,  *built*,  *fault*,  *bolts*,  *start*,  *support*,  *smart*,
 *sort*,  *skirt*,  *part*,  *ports*,  *sport*,  *report*,  *export*,  *import*.

66. When a vowel comes between *l-d* or *r-d*, the full strokes must be written—













 *carried*,  *delayed*,  *followed*,  *married*,  *valued*,
 *borrowed*,  *worried*.










67. As indicated in paragraph 35 (b), strokes of unequal length must not be joined if their length would not clearly show. To show the difference in length, disjoin half-length *t* or *d* following stroke *t* or *d*—

 *attitude*,  *credited*,  *treated*,  *dictated*,  *straightened*,
 *illustrated*,  *post-dated*.

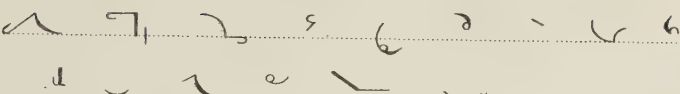

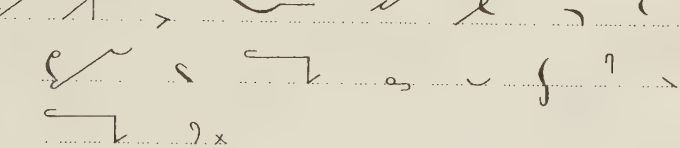

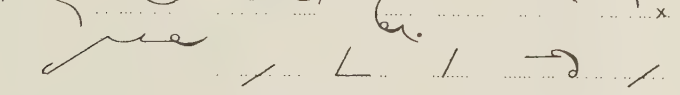


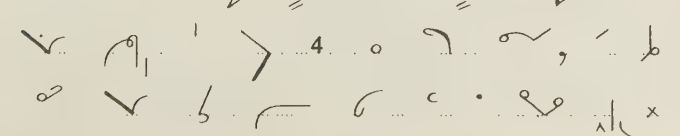
Special use of disjoining:  *promptness*,  *indebtedness*,  *outfit*.

SHORT FORMS



 *short*,  *hand*,  *under*,  *yard*,  *word*,  *immediate*,
 *school*,  *schooled*,  *spirit*,  *certificate*,  *knowledge*,
 *acknowledge*.



The halving principle is used to form such phrases as  *if it*,  *if it is*,
 *in which it is*,  *I am not*,  *you are not*,  *you will not*,
 *you were not*,  *this would be*,  *I would*.

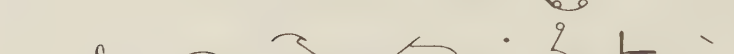
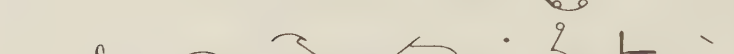
Exercise 118

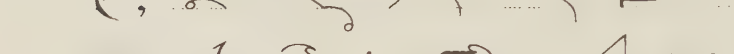
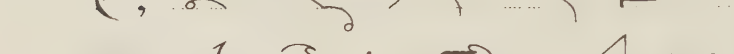
1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 


Exercise 119



1. b  80 a 



  x

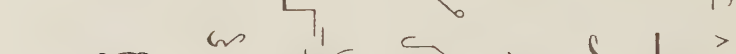
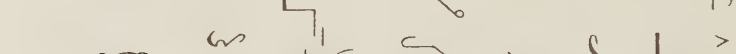
 

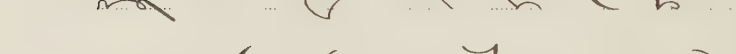
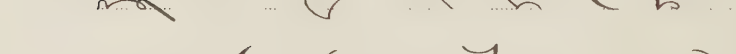
 120 a 

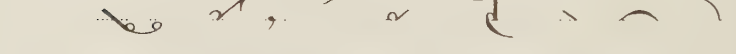
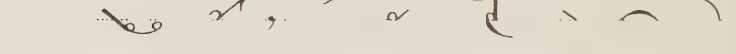
 x (43)

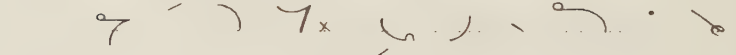
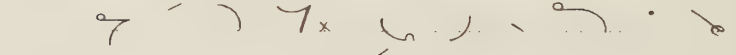
2.  80 a 



  >


 



 



 

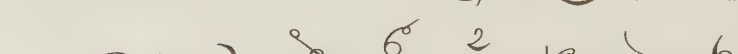
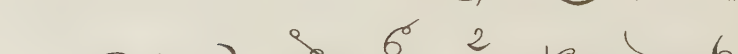
 

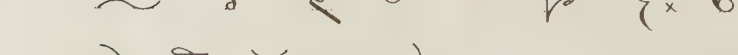
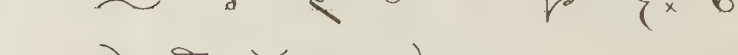
 x (80)

Exercise 120

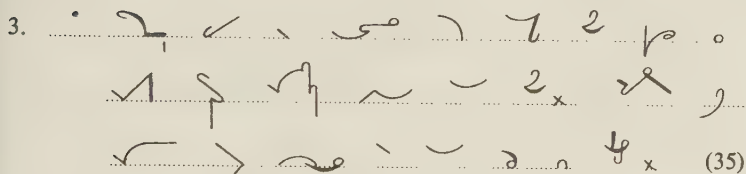
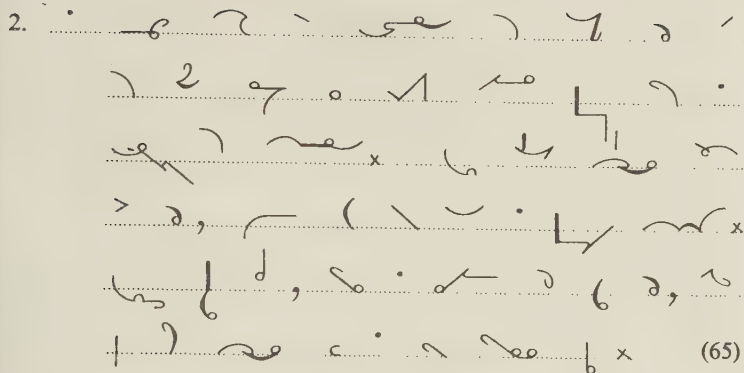
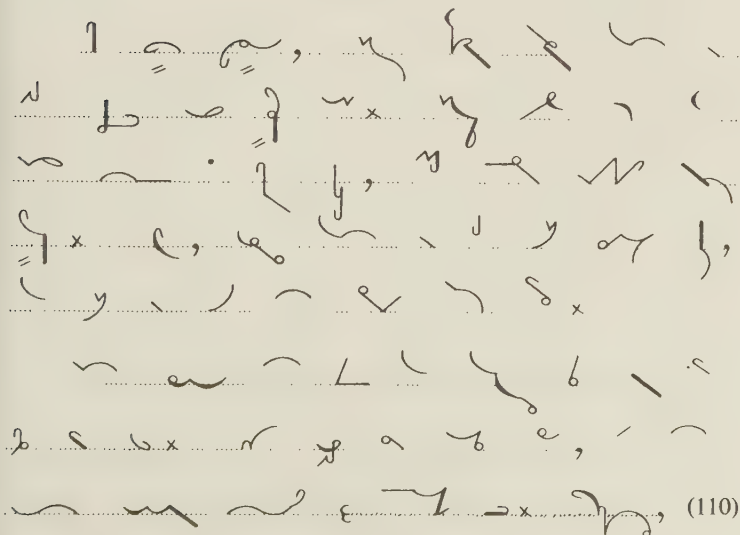
1.  

  x b

  x

(43)

**Exercise 121**

Exercise 122*(Write in Shorthand)*

Gentlemen, Please-inform-us immediately when-we-may expect-the lighting fixtures we ordered from-you on 7th October, for-the apartment house we-are-now building. According-to our understanding at that-time, you-were to-deliver them towards-the end of-the-month, but-you have failed to do-so.

It-is understood, of-course, that-the delay may not be intentional on-your part, but-we-have received no word from-you. Please-do-not hesitate to inform-us if-you-are-not able-to-make immediate delivery. We-think-you-will-not misunderstand our attitude when-we say that if-you-cannot deliver-them immediately we-shall-have to-get them elsewhere. Work is-now being delayed, and-we simply cannot afford to-wait. Very-truly-yours,

(131)

68. Doubling Principle

Curved strokes are doubled in length to indicate a following syllable *tr*, *dr*, or *THr*—

after, father, afternoon, order, enter, motor, matter,
 mother, another, neater, centre, central, sister, entertain,
 interview, elevator, Easter, federal, folder, holder,
 remainder, calendar, further, shorter, matters, orders.

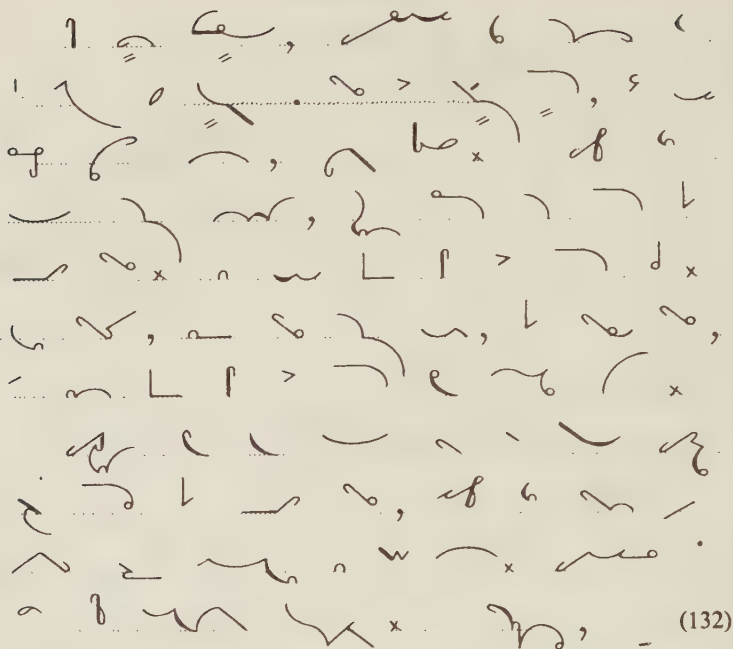
Stroke *l* standing alone, or with only a final *s* circle, is doubled to add *tr* only—

letter, letters, later, latter, alter, but leader, older, leather.

Exercise 123



Exercise 124



(132)






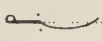
69. A straight stroke is doubled to indicate *tr*, *dr*, or *THr*, only—

(1) when it follows another stroke or circle *s*, or





(2) when it has a finally joined diphthong or a final hook—

chapter,	director,	operator,	educator,	refrigerator,	
typewriter,	scatter,	powder,	render,	painter,	tender,
winter,	wonder,	renders,	wonders,	but better,	gather,
	weather,	readers,	platter,	trader.	






70. In a few common words the syllable *-ture* is represented by the doubling principle—

 *future*,  *nature*,  *natural*,  *picture*,  *pictures*,  *signature*.




71. The doubling principle is not used in past tenses—



 *rendered*,  *ordered*,  *entered*,  *centred*.

72. *mp*, *mb*, is doubled to add final *-er*—






 *amber*,  *temper*,  *December*,  *September*,  *chamber*.

ng is doubled to add final *kr* or *gr*—







 *anger* or *anchor*,  *longer*,  *hunger*.







These double-length forms are written when they are more convenient than the hooked forms  $\begin{cases} mp-r \\ mb-r \end{cases}$ or  $\begin{cases} ng-kr \\ ng-gr \end{cases}$.

SHORT FORMS


 *character*,  *wonderful* or *wonderfully*,
 *rather* or *writer*,  *therefore*,  *interest*.


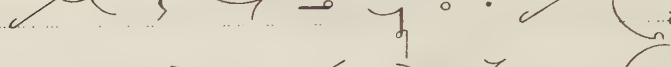
Phrases: The doubling principle is used in phrases to add the words *their*, *there*, *other*, or *dear*—

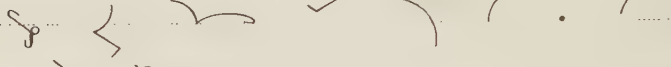
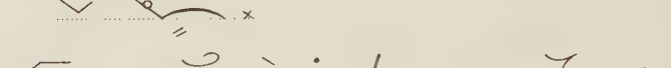
 *in their*,  *have their*,  *I am sure there is*,
 *some other*,  *my dear sir*,  *my dear madam*.



Special Phrases:  *in order that*,  *in order to*,  *rather than*,
 *not later than*,  *no longer than*,  *this letter*.



Exercise 125



1. 


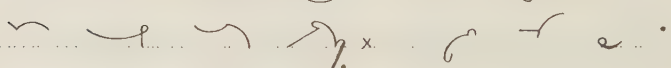

2. 

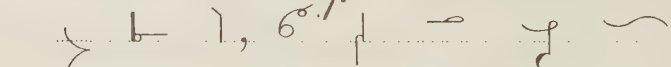

3. 

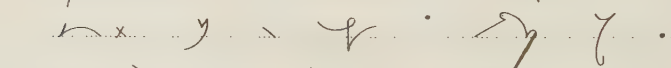

4. 

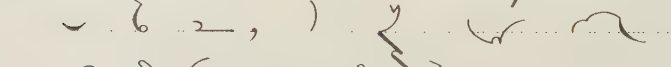

5. 

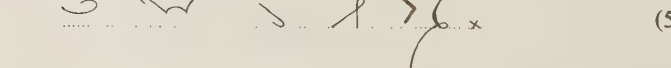

6. 

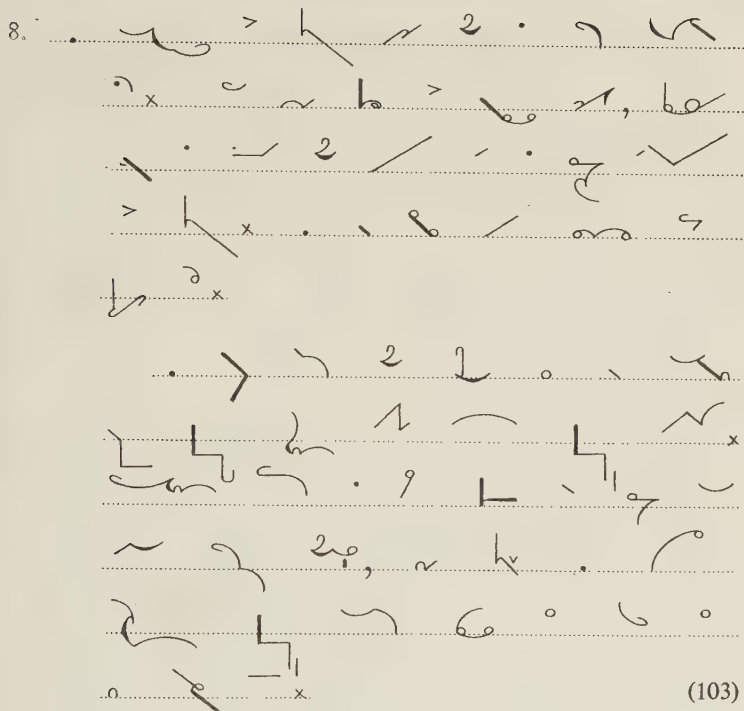

7. 



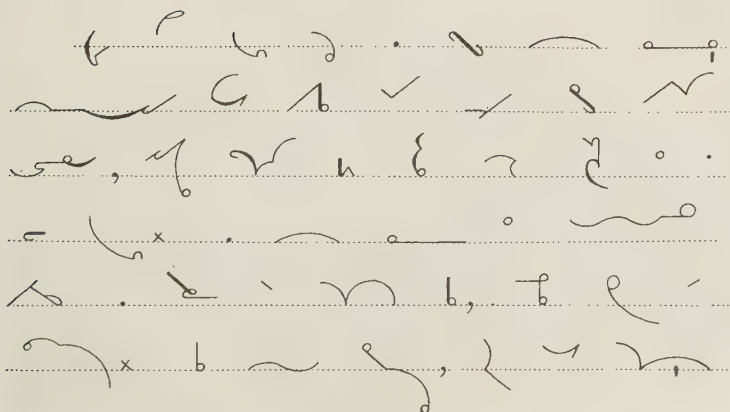


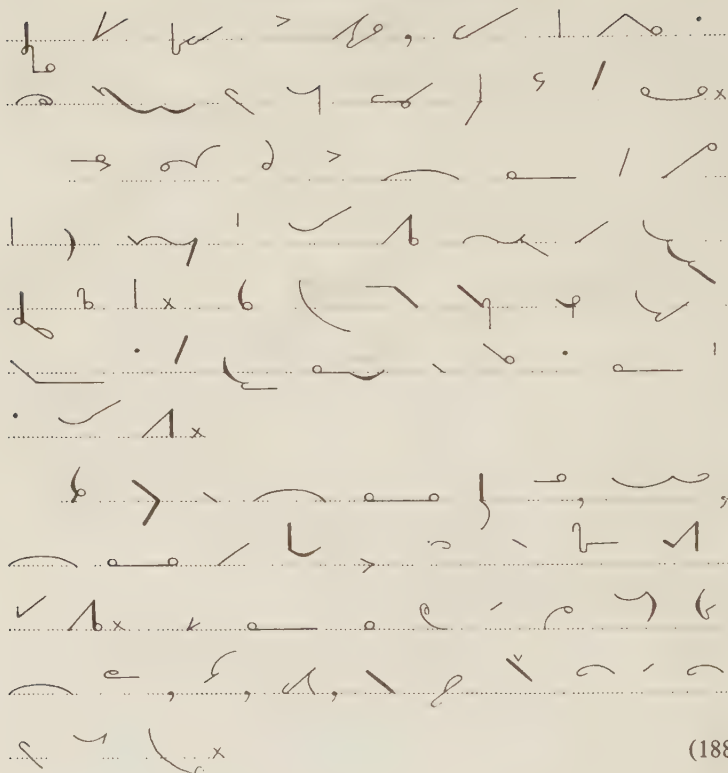






(103)

Exercise 126



(188)

Exercise 127*(Write in Shorthand)*







My-dear-Sir, On behalf of-our-clients, Messrs. Cantor and Walters, we-have requested us to-represent their interests in-the-matter of-the leasehold on-the building at 129 Wharf Street, we-wish to inform-you that-we-have-their permission to obtain a court order, under-the terms of-which you-will-not-be-able-to alter the front of-the building. We-think-there-is no-doubt that-the-terms of-the lease have-been violated, and in-our-opinion it-will-be to-your interest to stop any further operations until a decision has-been rendered by-the court. Very-truly-yours,





(108)






CHAPTER XVI






73. Prefixes






- (a) The prefix *con-*, or *com-*, is expressed by a dot, written first at the beginning of an outline, as shown. In words beginning with the *con-* or *com-* dot, the first vowel after the prefix determines the position of the outline—






     
condition, conduct, confident, confidence, connect, connected,





   
connexion, consider, considerable, consideration,

    
considered, considering, contained, consequently, comfortable,

    
contents, continue, continued, convention, contract,





    
concern, concerned, construction, conversation, contrary,





    
company, committee, common, communication, community,



   
comply, complete, completely, complaint.

Special Outlines:  *commerce*,  *commission.*





- (b) *Con-*, *com-*, *cum-*, or *cog-*, in the middle of a word or phrase, is expressed by writing two strokes close to each other—

   
misconduct, disconnect, reconsider, discontinued,



   
uncommon, discomfort, circumference, recognize,

 
I am confident, you will be compelled.





74. (a) *Accom-* or *accommo-* is expressed by *k*, either joined or disjoined (always in the first position)—

   
accomplish, accomplished, accommodate, accompany.

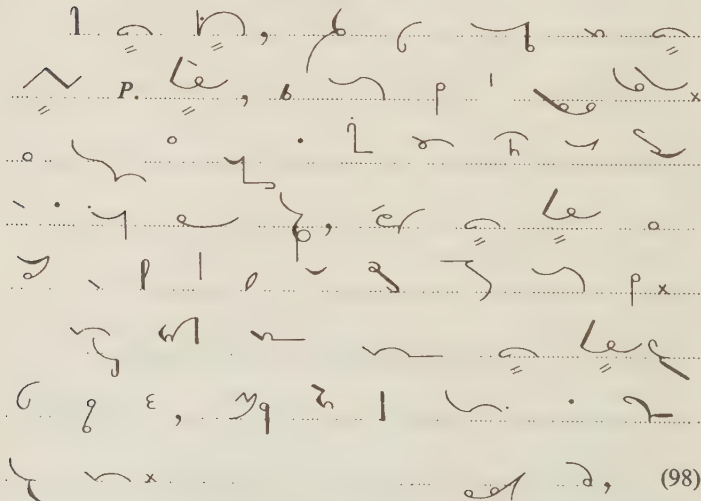
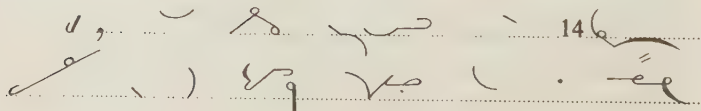
- (b) *Intro-* is expressed by *ntr* (always in the third position)—

 
introduce, introduced.



- (c) *Magna-*, *magni-*, or *magne-* is expressed by disjoined *m* (always in the first position)—

   
magnanimous, magnificent, magnitude, magnetize.









Exercise 128

1.  (98)
2.  14







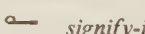
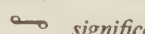
(d) *Negative Words.* When the prefix *in-* means *not*, it is always expressed by the stroke *n*, as in—

 
inhospitable, inhuman.

















































































































































Other negative words are distinguished from the positive by repeating the first consonant—

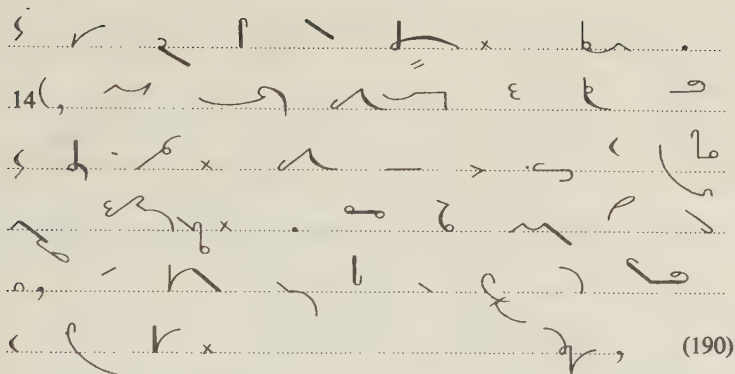
 known,  unknown,  necessary, 
 legible,  illegible,  legal,  illegal.

SHORT FORMS

 commercial-ly,  inscribe-d,  inscription,
 instructive,  instruction,  circumstance,
 signify-ied-icant,  significance.

Exercise 129

 d,  o,  i,  e,  u,  a,  y,  r,  l,  k,  g,  f,  v,  z,  c,  s,  sh,  ch,  m,  n,  ng,  p,  b,  t,  d,  k,  g,  f,  v,  z,  c,  s,  sh,  ch,  m,  n,  ng,  p,  b,  t,  d,  k,  g,  f,  v,  z,  c,  s,  sh,  ch,  m,  n,  ng,  p,  b,  t,  d,  k,  g,  f,  v,  z,  c,  s,  sh,  ch,  m,  n,  ng,  p,  b,  t,  d,  k,  g,  f,  v,  z,  c,  s,  sh,  ch,  m,  n,  ng,  p,  b,  t,  d,  k,  g,  f,  v,  z,  c,  s,  sh,  ch,  m,  n,  ng,  p,  b,  t,  d,  k,  g,  f,  v,  z,  c,  s,  sh,  ch,  m,  n,  ng,  p,  b,  t,  d,  k,  g,  f,  v,  z,  c,  s,  sh,  ch,  m,  n,  ng,  p,  b,  t,  d,  k,  g,  f,  v,  z,  c,  s, sh, ch, m, n, ng, p, b, t, d, k, g, f, v, z, c, s, sh, ch, m, n, ng, p, b, t, d, k, g, f, v, z, c, s, sh, ch, m, n, ng, p, b, t, d, k, g, f, v, z, c, s, sh, ch, m, n, ng, p, b, t, d, k, g, f, v, z, c, s, sh, ch, m, n, ng, p, b, t, d, k, g, f, v, z, c, s, sh, ch, m, n, ng, p, b, t, d, k, g, f, v, z, c, s, sh, ch, m, n, ng, p, b, t, d, k, g, f, v, z, c, s, sh, ch, m, n, ng, p, b, t, d, k, g, f, v, z, c, s, sh, ch, m, n, ng, p, b, t, d, k, g, f, v, z, c, s, sh, ch, m, n, ng, p, b, t, d, k, g, f, v, z, c, s, sh, ch, m, n, ng, p, b, t, d, k, g, f, v, z, c, s, sh, ch, m, n, ng, p, b, t, d, k, g,



Exercise 130

(Write in Shorthand)

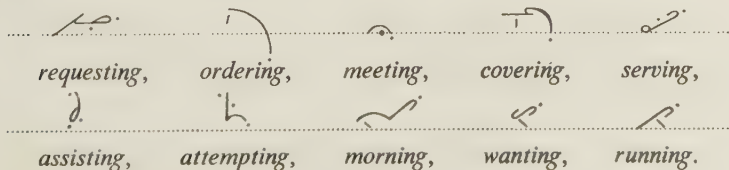
Gentlemen, We-received your communication of-the 14th, in-which-you complain of-the delay in-the completion of-your contract. That-we-have failed to accomplish what we-promised we-must admit, and-we very-much regret our failure.

We are confident, however, that the contract could have been completed as agreed upon but for the recent trouble with the Commercial Transport Committee, which was immediately responsible for the delay. Their decision interfered considerably with our business, and when we state that only thirty of our transport men have continued at work, we think you will recognize how difficult it has been to satisfy our customers.
















*It-is-unnecessary for-us to add that-we should regret-the transfer of-
your business, considering-the long connexion between us, and-the
cause-of-the present interruption. Very-truly-yours,* (139)

76. Suffixes and Word-endings






Where it would be awkward to write *...ng* at the end of a word, the suffix *-ing* is represented by a light dot—



The dot *-ing* is used after downward *r* and a light straight downstroke—



 *securing*,  *assuring*,  *hearing*,  *bearing*,  *getting*,  *paying*,
 *teaching*,  *eating*,  *keeping*,  *replying*,  *shipping*,  *sitting*,
 *stating*,  *staying*,  *trying*.

Usually the dot *-ing* is used after a short form—


 *coming*,  *giving*,  *thanking*,  *thinking*,  *interesting*.




Where *-ing* is represented by the dot, the plural *-ings* is represented by a light dash, as shown—



 *meetings*,  *mornings*,  *hearings*.





77. The suffix *-ment* is represented by  *nt*, where the sign  *mnt* cannot be easily joined—


 *achievement*,  *consignment*,  *commencement*,  *announcement*.






(a) The suffix *-mental-ly-ity* is expressed by disjoined  *mnt*—

 *experimental*,  *departmental*,  *sentimental-ly-ity*.










(b) The endings *-fulness* and *-lessness* are expressed by disjoined  *fs*, and  *ls* respectively—

 *thoughtfulness*,  *thoughtlessness*,  *hopefulness*,  *hopelessness*.




(c) The suffix *-ship* is represented by a joined or disjoined  *sh*—

 *friendship*,  *citizenship*,  *hardship*,  *membership*,  *ownership*.





(d) *-lity* or *-rity*, preceded by any vowel, is expressed by disjoining the preceding stroke—

 *possibility*,  *inability*,  *desirability*,  *liability*,  *formality*,
 *regularity*,  *similarity*,  *majority*,  *minority*.

(e) The endings *-logical-ly* are represented by disjoined *j*—










 *biological-ly*,  *psychological-ly*,  *physiological-ly*.

(f) The word endings *-ward* and *-yard* are expressed by half-length *w* and *y* respectively—











 *forward*,  *forwarding*,  *backward*,  *backyard*.

Note:  *forwarded*.












(g) *-ly* is represented by the stroke *l* (disjoined where necessary), and in some cases by the hooked form—














 *fairly*,  *easily*,  *friendly*,  *instantly*,  *particularly*,
 *differently*,  *cheaply*,  *actively*,  *deeply*.











SHORT FORMS




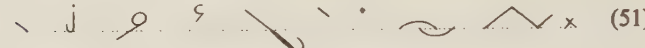
 *govern-ed*,  *government*,  *advertise-d-ment*,
 *regular*,  *probable-ly-ility*,  *individual-ly*,  *prospect*,
 *whatever*,  *whenever*,  *sufficient-ly-cy*.

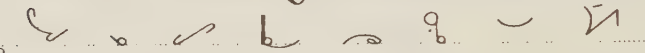






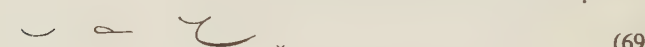
Exercise 131


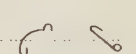
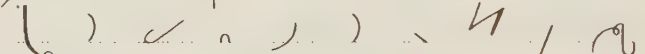

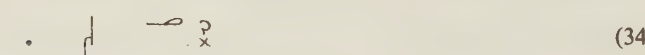
1.           

2.             




         

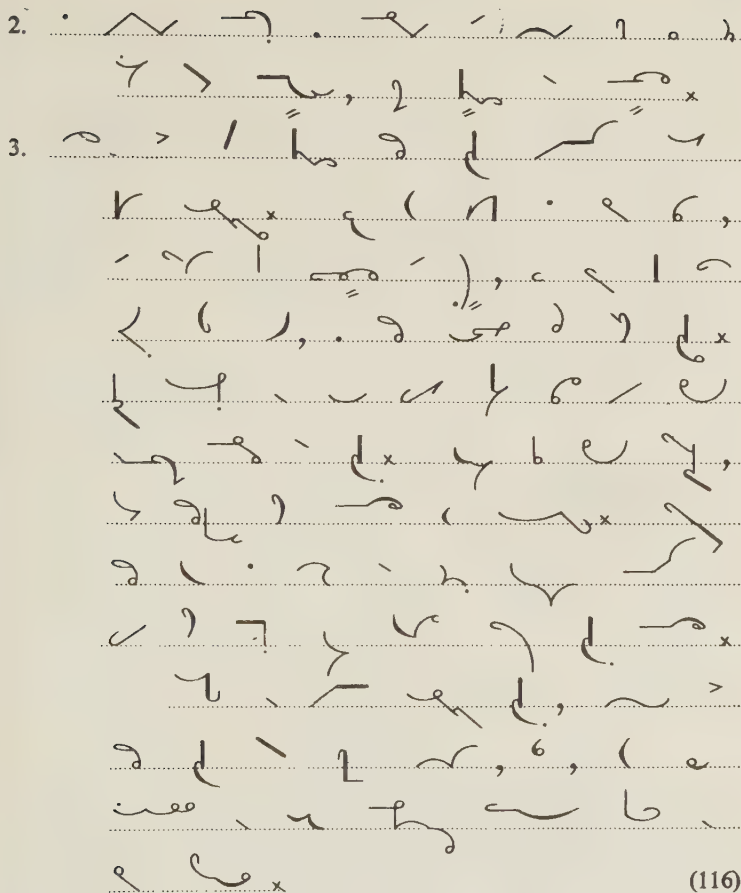
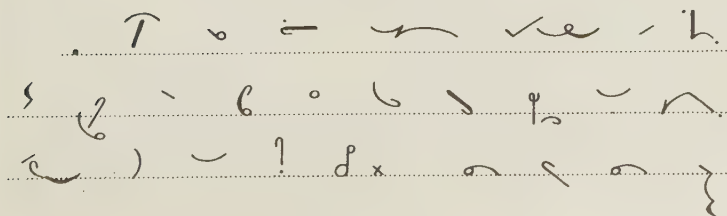
3. 


 (51)

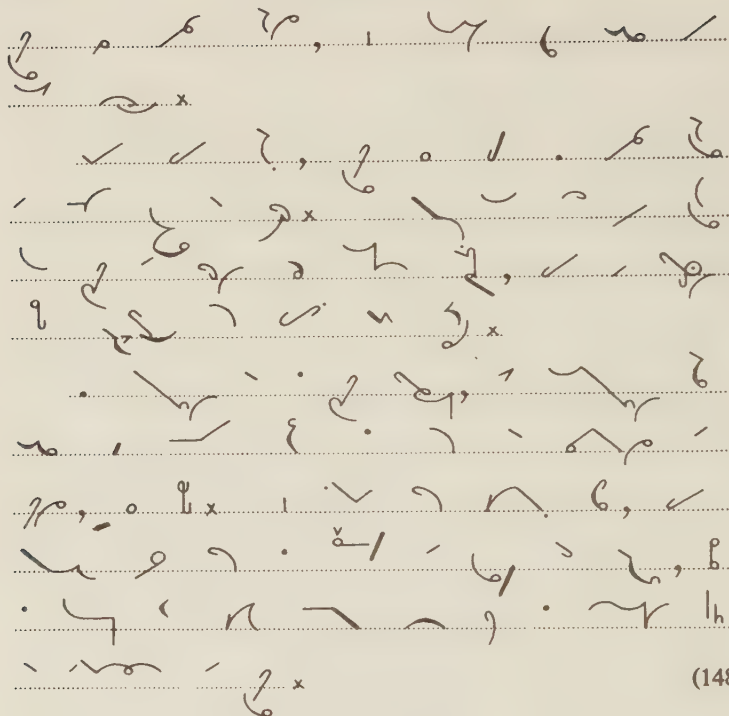
4. 
 36x 




 (69)

5.  x 


 (34)

Exercise 132

1. 

 x

**Exercise 133**



(148)

Exercise 134

(Write in Shorthand)

Dear-Sir, Your-letter dated the 4th reached us this morning. Your instructions have-been noted, but-we-are afraid that-it-will-not-be possible to-make all-the alterations contained in-your memorandum and-have-the book ready by-the end of-this month. However, we fully recognize-the desirability of-having-the publication completed at an early date, and-we-are requesting our printer to hasten-the setting and printing as-much-as-possible.



The inscription will-be-placed after-the title page, as you desire. Proofs of-the last chapters will-be forwarded to-you within a few days.



Announcements will-be published in next Saturday's papers to-the effect that a new novel by a prominent writer will shortly appear. Please tell-us if-you would rather have-us use your name in-the announcement. Very-truly-yours,

























































(142)


CHAPTER XVII

78. Diphones

Two consecutive vowels, pronounced in two separate syllables, are represented by the angular signs  . These signs are called *Diphones*.

The first  represents a dot vowel followed by any other vowel, and the second  represents a dash vowel followed by any other vowel. The signs are written in the place of the first vowel of the combination.











-        
- (1) *payable, saying, carrying, earlier, earliest, idea, ideal,*
-        
- material, piano, radio, previous, obvious, premium, medium,*
-        
- really, real, realize, convenience, convenient, experience,*
-        
- agreeable, glorious, cordial, courteous, seeing, senior,*
-        
- serious, studying, theatre, various, Canadian.*
-        
- (2) *co-operate, co-operation, following, drawing, growing,*
-        
- knowing, lower, lowest, poem, showing, accruing, jewel.*





79. The consecutive vowels in words like *question* are represented by the sign  as in—

-        
- question, union, suggestion, million, guardian.*

80. Medial W

















There is a small group of words in which *w* combined with a vowel in the middle of a word is represented by a small semicircle to give an easier or shorter outline. A left semicircle represents *w* followed by a dot vowel, and a right semicircle represents *w* followed by a dash vowel. The semicircles are written in the place of the vowel with which the *w* is combined—

 *twelve*,  *twenty*,  *frequently*,  *herewith*,  *subsequent*,  *hardware*,
 *goodwill*,  *misquote*,  *guesswork*,  *woodwork*.

Special Outlines:  *quality*,  *qualified*,  *qualification*,
 *somewhat*.







81. Upward SH






The stroke  *sh* is written upward in certain cases to obtain a better outline—

 *finish*,  *shave*,  *shift*,  *dash*,  *fish*,  *brush*,  *associate*,
 *association*,  *appreciate*,  *appreciated*,  *appreciation*,  *foolish*,
 *flash*,  *shell*,  *social*,  *shoulder*, etc.









82. Stroke R

To keep the outline close to the line of writing, the upward *r* is generally used where *r* follows two downstrokes. For the same reason, downward *r* is used finally after two straight upstrokes—











 *prepare*,  *procedure*,  *upstairs*,  *downstairs*,  *visitor*,  *despair*,

 disappear,  treasurer,  furniture,  Shakespeare,  rarer.





83. Stroke S











The stroke *s* is written (a) in words like  science,  scientific,  sighing,  Siam, where a triphone immediately follows initial *s*, and (b) in words like  continuous,  fatuous,  strenuous,  pious, where the final syllable -ous is immediately preceded by a diphthong.

SHORT FORMS

 danger,  financial-ly,  mortgage-d,  neglect-ed,  practic(s)e-d,  university,  English,  exchange-d,  familiar-ity,  telegram.

Exercise 135

1.  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  , 42,691

 ,  ,  ,  ,  ,  ,  , 25,6, ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  , (74)

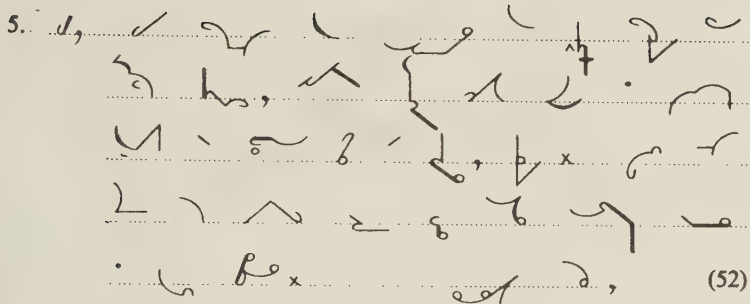
2. *h, m, n, o, p, q, r, s, t, u, v, w, x, y, z*

h, m, n, o, p, q, r, s, t, u, v, w, x, y, z

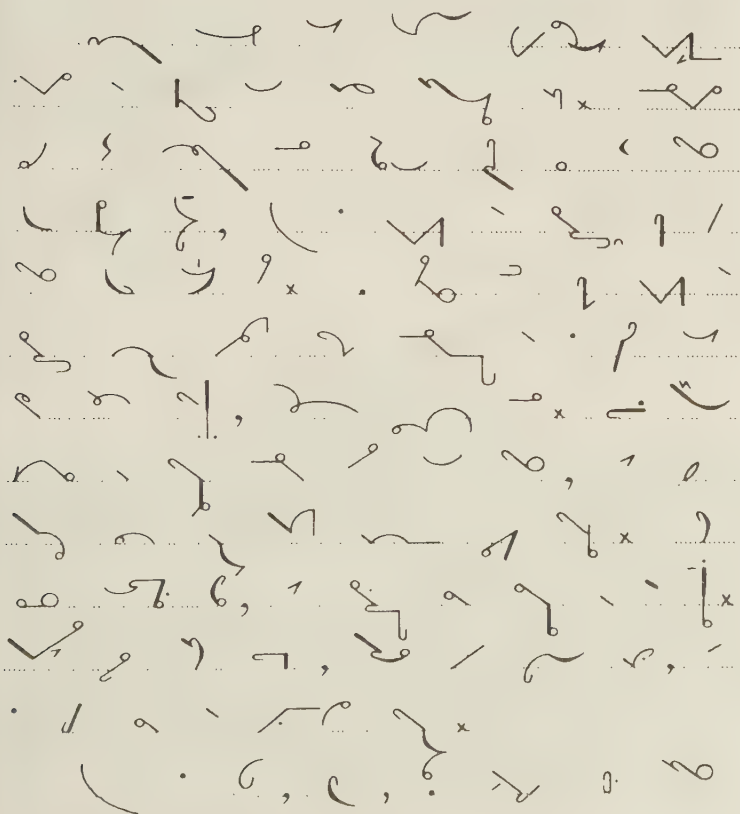
3. *h, m, n, o, p, q, r, s, t, u, v, w, x, y, z*

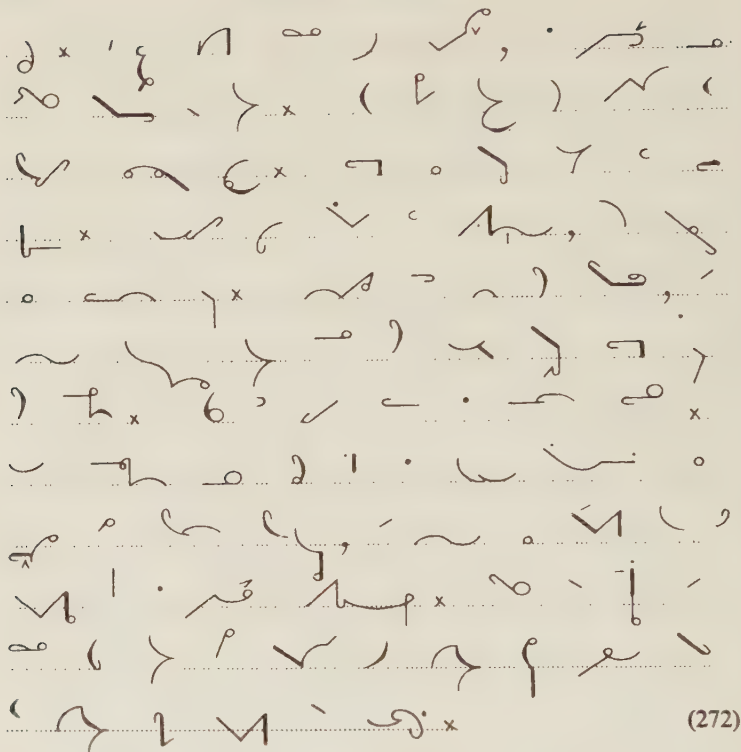
h, m, n, o, p, q, r, s, t, u, v, w, x, y, z

4. *h, m, n, o, p, q, r, s, t, u, v, w, x, y, z*



Exercise 136





(272)

Exercise 137*(Write in Shorthand)*

1. William J. Anderson, *who-is* a professor at Acadia University, *has* recently compiled a book of quotations from Shakespeare. *An* examination of-the book shows that-we-do-not-have to-go to-the theatre to-hear-the language of Shakespeare, *for-we* use his terms and-phrases constantly *in-our* everyday speech. (53)

2. *We-are* so familiar with-the-many conveniences which science has put within our reach that-we-do-not realize or appreciate the debt we owe to science. Constant use and familiarity with-the various time-saving and labour-saving devices tend to-make-us overlook their tremendous value. The contributions to-our comfort and convenience by men of scientific training are continuous, and-they-have made-the modern world a wonderful place to-live in. (76)

3. *The treasurer prepares a statement of-the financial condition of-the company annually. In-the case of a public corporation, this statement is usually sent to-the stockholders. A comparison with previous annual reports, or balance sheets, shows whether-the year's trading has-been more or less profitable.* (48)
















4. *It-is-the practice of large insurance firms to invest the bulk of-their funds in first mortgages on buildings, homes, and farms. It-is considered that real estate is less liable to sudden changes in value, and, therefore, there-is less danger of-the companies' having to suffer any financial loss through a sudden drop in-the value of-their holdings.* (62)

5. *Dear-Sir, Will-you please consider my application for-the position of-treasurer in-your organization. I-believe-that I-have-the necessary qualifications and experience, and-I-enclose a summary of-them for-your information. If-it-is convenient, I-shall appreciate an opportunity to discuss my application with-you, and any questions you-may desire to ask can-be answered fully during-the course of-our interview. Yours-respectfully,* (71)

CHAPTER XVIII






















84. Figures

Figures *one* to *seven* and the figure *nine* are best represented by shorthand outlines when they stand alone. Other numbers, except round numbers, are represented by the ordinary arabic numerals. Round numbers are represented as follows—

 for *hundred* or *hundredth*;  700,  £200
 or  for *thousand*;  5,000,  £2,000,  300,000
 for *million*;  4,000,000,  200,000,000
 for *billion*;  two *billions*
 for *dollar*;  two *billion dollars*

85. Compound Words

Compounds of *here*, *there*, *where*, are written as follows—


















	<i>in</i>	<i>on</i>	<i>at</i>	<i>to</i>	<i>of</i>	<i>with</i>	<i>after</i>
<i>Here</i>							
<i>There</i>							
<i>Where</i>							

86. Intersections

The practice of intersecting one stroke through another is a very useful device for the representation of very commonly occurring phrases.








The device may be adapted to meet the special needs of the writer. Thus, for some shorthand writers the stroke *p* might usefully represent the word *party*, whereas in an insurance office the stroke *p* might better be used to represent *policy*.

Where intersection is not practicable, write one stroke close to another.
The following list shows how the device may be used—



























































































































































P	represents <i>party</i>		Conservative Party
B	„ <i>bank or bill</i>		bank rate
			city bank
			bill of lading
T	„ <i>attention</i>		early attention
D	„ <i>department</i>		foreign department
CH	„ <i>charge</i>		this charge
			free of charge
J	„ <i>Journal</i>		Bankers' Journal
			Journal of Commerce
K	„ <i>company, cover, or captain</i>		this company
			under separate cover
			Captain Thompson
G	„ <i>government</i>		government official
G (with <i>n</i> hook)	represents <i>beginning</i>		at the beginning
F	represents <i>form</i>		necessary form
			as a matter of form

TH	represents	<i>month</i>		in a month's time
				for a month
				next month
S	„	<i>society</i>		agricultural society
M	„	<i>manager, morning, or mark</i>		general manager
				Monday morning
				auditor's mark
N	„	<i>national</i>		national affairs
L	„	<i>limited</i>		Robinson, Limited
RAY	„	<i>require-d-ment, or railway</i>		you may require
				will be required
				your requirements
				railway officials
R	„	<i>arrange-d-ment</i>		please make arrangements
				we have arranged
Kr	„	<i>corporation, or colonel</i>		public corporation
				Colonel Alexander
Pr	„	<i>professor</i>		Professor Jackson

SHORT FORMS

 inconvenience-t-ly,  distinguish-ed,  — income,  become,
 becoming,  — welcome,  nevertheless.

Exercise 138

1.  ,     ,                        (47)
2.                                                                         (76)
3.                                                      

125 d, . . .

. . .

125 d, . . .

. . . (122)

4. d, . . .

. . .

. . .

. . .

. . .

. . .

. . .

. . . (89)

Exercise 139

1. . . . 2 . . .

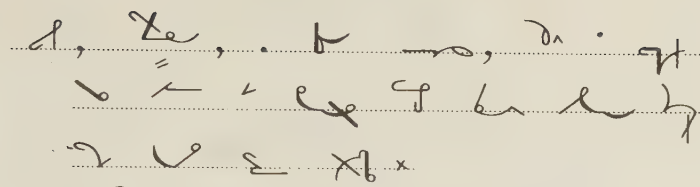
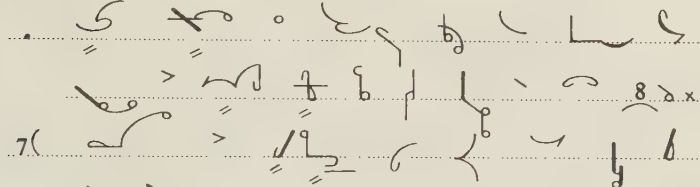
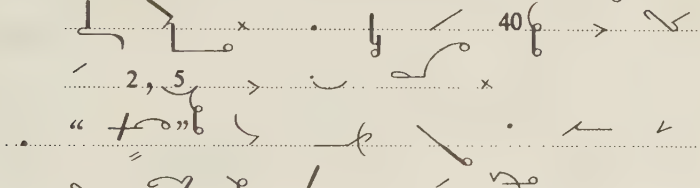
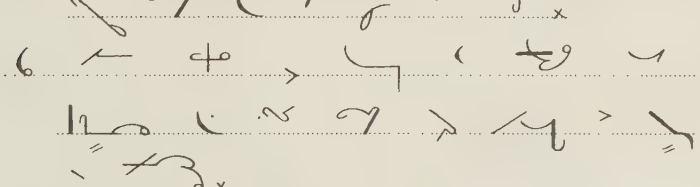
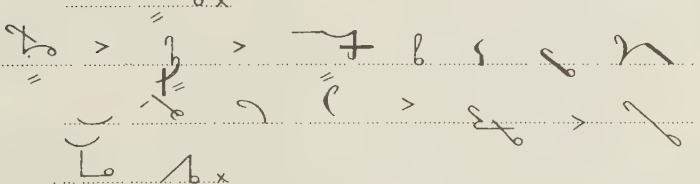
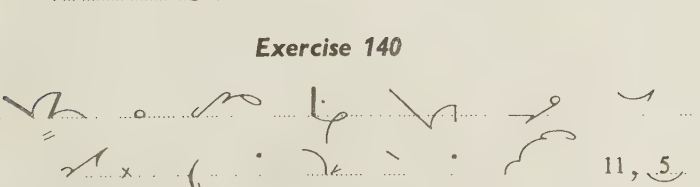
1, 8 2 . . .

. . . x

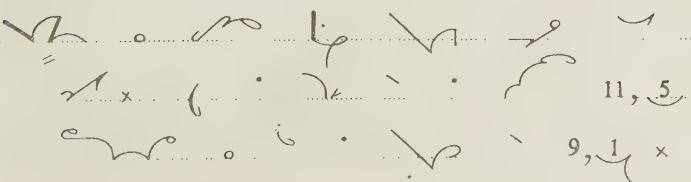
2. . . . 20 . . .

. . . 5 . . .

. . . x

3. 
4. 
5. 
6. 
7. 
8. 

Exercise 140

1. 

.. ~ - b v - L - n .

~ 183 (~ , ~ 92, 4

~ x . ~ - ~ . ~
 ~ 629 ~ 15 ~ x (76)

2. ~ . ~ > ~ ~ ~ ~

) ~ , ~ , / ~ t x ~

~ ~ (~ , ~ , ~ , ~

~ / - ~ x ~ ~ ~

.. ~ / ~ / ~ ~ ~ , ~ ,

~ ~ ~ ~ ~ ~ ~ ~ ~

/ ~ , ~ ~ ~ ~ ~ ~ ~

~ > ~ x

~ / ~ ~ ~ ~ ~ , ~

~ ~ ~ ~ ~ ~ ~ ~ ~

~ ~ x ~ ~ ~ (108)

3. ~ , ~ ~ ~ ~ ~ ~ ~

~ , ~ ~ ~ ~ ~ ~ ~

~ x ~ ~ ~ ~ ~ ~ ~


























































~ , ~ ~ ~ ~ ~ ~ ~








~ ~ ~ x ~ ~ ~ (54)

Short Forms







LIST ONE

The number in parenthesis indicates the chapter in which the word is presented.











A		becoming (18)		child (14)	
a (4)		been (12)		circumstance (16)	
accord-ing (14)		behalf (12)		cold (11)	
acknowledge (15)		belief (11)		come (3)	
advantage (12)		believe-d (11)		commercial-ly (16)	
advertise-ment-d (16)		beyond (7)		could (10)	
all (9)		build-ing (11)		D	
altogether (10)		but (1)		danger (17)	
an (4)		C		dear (11)	
and (6)		call (11)		deliver-y-ed (11)	
any (5)		called (11)		description (11)	
anything (9)		can (5)		different-ce (5)	
are (6)		cannot (12)		difficult (12)	
as (8)		care (11)		difficulty (12)	
as is (9)		cared (14)		distinguish-ed (18)	
B		certificate (15)		do (1)	
balance (12)		chair (11)		doctor, Dr. (11)	
balanced (12)		chaired (14)		during (11)	
be (1)		character (15)		E	
because (8)		cheer (11)		English (17)	
become (18)		cheered (14)			

equal-ly (11) 
 equalled (11) 
 especial-ly (9) 
 everything (11) 
 exchange-d (17) 
 expect-ed (10) 
 eye (7) 












F

familiar-ity (17) 
 February (10) 
 financial-ly (17) 
 first (9) 
 for (4) 
 from (11) 













G

general-ly (12) 
 gentleman (12) 
 gentlemen (12) 
 give-n (3) 
 go (5) 
 gold (12) 
 govern-ed (16) 
 government (16) 
 great (12) 
 guard (12) 


H


had (4) 
 hand (15) 
 has (8) 
 have (2) 
 he (7) 
 him (3) 
 himself (9) 
 his (8) 
 hour (6) 
 how (7) 
 however (11) 


I


I (7) 
 immediate (15) 
 important-
 -ce (14) 
 impossible (14) 
 improve-d-
 -ment (14) 
 in (5) 
 income (18) 
 inconvenience-
 -t-ly (18) 
 individual-ly (16) 
 influence (9) 
 influenced (9) 
 inform-ed (10) 


information (13) 

inscribe-d (16) 


inscription (16) 


inspect-ed-
 -ion (10) 


instruction (16) 


instructive (16) 

insurance (10) 


interest (15) 

investigation (13) 

is (8) 

is as (9) 


it (1) 

itself (9) 


J


January (10) 

K


knowledge (15) 


L


language (9) 


large (6) 

largely (11) 










larger (11) 

largest (9) 












liberty (11) 

Lord (3) 




M

me (7) 
 member (11) 
 mere (11) 
 more (11) 
 mortgage-d (17) 
 most (9) 
 Mr. (11) 
 much (9) 
 myself (9) 




















N

near (11) 
 neglect-ed (17) 
 never (10) 
 nevertheless (18) 
 New York (9) 
 next (9) 
 nor (11) 
 northern (12) 
 nothing (9) 
 November (10) 
 number-ed (11) 


O

object-ed (13) 
 objection (13) 
 of (4) 


on (4)

opinion (12) opportunity (14) organization (13) organize-d (13) ought (5) our (6) ourselves (9) over (11) owe (5) owing (9) own (11) owner (11) **P**particular (14) people (11) pleasure (11) practic(s)e-d (17) principal-ly (11) principle (11) probable-ly-ility (16) prospect (16) public (13) publication (13) publish-ed (13) put (5) **Q**quite (10) **R**rather (15) regular (16) remarkable (11) remark-ed (11) 


remember-

-ed (11) 

represent-

-ed (12) 









representative










































































(12) respect-ed (10) 

respectful-

-ly (11) 

responsible-


































-ility (12) **S**satisfaction (13) satisfactory (10) school (15) schooled (15) sent (10) several (8) shall (2) short (15) should (6) significance (16) 

significant (16)		third (12)		welcome (18)	
signify-ied (16)		this (8)		what (7)	
something (9)		those (8)		whatever (16)	
southern (12)		though (9)		when (7)	
speak (8)		thus (8)		whenever (16)	
special-ly (8)		till (11)		whether (14)	
spirit (15)		to (1)		which (1)	
subject-ed (8)		to be (5)		who (1)	
sufficient- -ly-cy (16)		together (10)		whose (6)	
sure (11)		told (12)		why (7)	
surprise (11)		too (1)		wish (5)	
surprised (11)		toward (12)		wished (10)	
		trade (12)		with (7)	
T		tried (12)		within (12)	
telegram (17)		truth (11)		without (10)	
tell (11)		two (1)		wonderful-ly (15)	
thank-ed (6)				word (15)	
that (10)		U		would (7)	
the (1)		under (15)		writer (15)	
their (11)		United States (9)			
them (2)		university (17)		Y	
themselves (9)		usual-ly (2)		yard (15)	
there (11)		V		year (6)	
therefore (15)		very (11)		yesterday (13)	
they are (11)		W		you (7)	
thing (3)		was (2)		young (9)	
think (2)		we (3)		your (6)	

Short Forms

LIST TWO

The Short Forms given in the text are for words that are very frequently used. The following additional short forms will be found useful in high-speed writing. The words occur in lists of the ten thousand commonest words.

A			
administrator		destruction	
appointment		discharge-d	
arbitrary		E	
arbitration		efficient-ly-cy	
architect-ure-al		electric	
assignment		electrical	
B		electricity	
bankruptcy		emergency	
C		England	
capable		enlarge	
characteristic		enlargement	
contentment		entertainment	
D		enthusiastic-m	
dangerous		establish-ed-ment	
defective		executive	
deficient-ly-cy		executor	
demonstrate		expediency	
demonstration		expenditure	
		expensive	

I

identical

identification

imperfect-ion-ly

incorporated

independent-ly-ce

indispensable-ly

influential-ly

intelligence

intelligent-ly

introduction

investment

irregular

J

jurisdiction

justification

L

legislative

legislature

M

manufacture-d

manufacturer

manuscript

mathematics

maximum

mechanical-ly

messenger

minimum

ministry

misfortune

monstrous

N

negligence

notwithstanding

O

objectionable

objective

P

passenger

peculiar-ity

perform-ed

performance

practicable

prejudice-d-ial-ly

preliminary

production

productive

project-ed

proportion-ed

prospective

publisher

Q

questionable-ly

R

reform-ed

remarkable-ly

representation

republic

republican

respective

respectively

S

selfish-ness

sensible-ly-ility

stranger

subscribe-d

subscription

substantial-ly

suspect-ed

sympathetic

T

telegraphic

thankful

U

unanimous-ly

uniform-ity-ly

universal

universe

V

valuation

Short Forms

LIST THREE

The following Short Forms do not occur in lists of the ten thousand commonest words.

A		executrix	
abandonment		exigency	
administratrix		extinguish-ed	
amalgamate		F	
amalgamation		falsification	
arbitrate		familiarization	
arbitrator		familiarize	
attainment		G	
C		generalization	
circumstantial		H	
contingency		henceforward	
cross-examination		howsoever	
cross-examine-d		I	
D		imperturbable	
denomination-al		inconsiderate	
destructive		informer	
destructively		intelligible-ly	
E		irrecoverable-ly	
enlarger		irremovable-ly	
enlightenment		irrespective	

irrespectively

irresponsible-ity

M

magnetic-ism

mathematical-ly

mathematician

metropolitan

O

obstruction

obstructive

oneself

organizer

P

performer

perpendicular

perspective

proficient-ly-cy

proportionate-ly

prospectus

R

recoverable

reformer

relinquish-ed

remonstrance

remonstrate

removable

reproduction

retrospect

retrospection

retrospective

S

signification

stringency

subjection

subjective

T

thenceforward

U

unanimity

universality

unprincipled

W

whenever

whereinsoever

wheresoever

whithersoever

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